

Introduction It shall be the policy of 12Stone® Church to maintain confidentiality in all matters related to the functions of its ministries and related organizations. Church members and others who seek our assistance expect privacy in matters related to them. This policy shall be applicable to employees, temporary employees and volunteers who may work closely with staff and have access to information of a confidential nature.

Purpose This policy is designed to define and protect matters of confidentiality for 12Stone® Church.

Procedures

1. All Employees, Volunteers, Temporary Employees are required to sign the 12Stone® Church Confidentiality Policy and Agreement prior to beginning work. All Contract Workers and Vendors who will be privy to any confidential areas, conversations or materials will also be required to sign the agreement prior to partnering with 12Stone.

Definitions

1. Privacy and confidentiality covers various forms or communication, both written and oral
 - 1.1. All phone calls, email, discussions, meetings, reports, and documents encountered in the execution of your normal job duties will be held in strictest confidence
 - 1.2. This includes the content of all written and verbal communications as well as the fact that these communications took place.
 - 1.3. Any items printed as a physical copy containing confidential matters such as personal information, social security numbers, contact information, financial information, human resource details, or sensitive communications of any kind are considered confidential and private.
 - 1.3.1. These items will be in sealed envelopes or inner office memo folders and labeled “Confidential” when being passed to another area for any reason.
 - 1.3.2. These items should never be loosely distributed or left lying

around, inclusive of incoming fax transmissions.

1.3.3. Stored hard copies should be in locked facilities and items no longer needed must be shred.

2. When exchanging or storing electronic media (i.e. written or recorded materials, photos, videos, files, etc.) it is important to protect those materials via the 12Stone network only and avoid public cloud storage systems such as Google Docs, DropBox and others
3. You may become part of team meetings where privileged information may be shared or discussed. In those instances you will need to evaluate such information and its application to issues for appropriateness prior to any further discussion.
4. In the event an outside church or organization requests access to confidential information that is not expressly defined in the policies and procedures as permissible it is unacceptable to distribute that information for any reason. Should the policies and procedures allow for that content to be shared you are required to follow the process defined in the policies and procedures to be sure it is approved and remains secure. For items not afforded in these guidelines where you feel an exception might be made you may request permission from the Executive Pastor or CFO.