

**Parish Name:** \_\_\_\_\_

## **POLICY**

### **PRIVACY AND CONFIDENTIALITY STATEMENT**

**All information concerning fellow staff members, parishioners, clergy and Diocesan business is confidential. It is imperative that employees maintain the confidentiality demanded by good Christian and business practice.**

**Personal information regarding staff or parishioners shall be referred to the Rector or Warden. Release of this information should be on a need to know basis**

**All employees are required to sign the confidentiality statement which will be filed in their Personnel Record.**

**All volunteers with access to confidential information including Wardens are members of Parish Council are required to sign the confidentiality statement which will be filed in their records.**

**Parish Name:** \_\_\_\_\_

**PRIVACY AND CONFIDENTIALITY INFORMATION  
STATEMENT**

**PLEDGE**

Between: \_\_\_\_\_

And: \_\_\_\_\_

I, \_\_\_\_\_ have read the Parish and Diocesan policies regarding confidentiality and I agree to hold any and all congregational staff and Parish and Diocesan information in strict confidence and in accordance with these policies.

Subsequent to my employment with \_\_\_\_\_, I will continue to maintain all information in strict confidence.

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*Signature*

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*Date*

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*Signature*

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*Date*