

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

## **POLICY**

<h3><b>PRIVACY AND CONFIDENTIALITY STATEMENT</b></h3>
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**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.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*