

Parish Name: _____

POLICY

<p>PRIVACY AND CONFIDENTIALITY STATEMENT</p>

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