

[Church Name]
CONFIDENTIALITY AGREEMENT

This is to certify that I, _____, an Employee, Student, Volunteer or Board Member of [Church Name], understands that any information (written, verbal or any other form) obtained during the performance of my duties must remain strictly confidential. This includes all information about attendees, families, employees and other associate organizations...you know, for example, such things like their favorite food and/or the name of their childhood pet.

Ok, maybe sharing a family's favorite food or name of their pet may not seem like such a big deal but I understand sharing a family's address, the amount of money that might give and/or any other information that [Church Name] may consider private must remain completely confidential. Keeping in mind, even the act of insinuating that I know private information of an individual/family is not acceptable.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of this duty to maintain confidentiality could be grounds for immediate dismissal and/or possible liability in any legal action that might arise from any such violation.

INDIVIDUAL (Employee, Student, Volunteer or Board Member)

Signature: _____

Title: _____

Print Name: _____

[CHURCH NAME]

Signature (Staff Witness): _____

Title: _____

Print Name: _____