

[Church Name]
CONFIDENTIALITY AGREEMENT & POLICY

POLICY

[Church Name] Officers are responsible for the security of any confidential information to which they have access. They have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data concerning [Church Name], its staff, members, organizations and Pastor. Church Officers will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information.

This policy is not intended to delay normal church communications, but rather it's to specify individual discretion. Violation of this policy/agreement constitutes grounds for removal from office.

I have received and read a copy of the [Church Name] Confidentiality Policy/Agreement and I understand and accept the policy and guidelines set forth within the document.

My signature demonstrates my agreement to hold confidential all church business/matters pertaining to the Pastor, staff, organizations and members while serving as a officer of the church.

Confidentiality Agreement

I, _____ agree that I will keep confidential any proprietary, confidential and/or sensitive information, documents or data concerning [Church Name], its staff, members, organizations and Pastor that I may have access to as a result of carrying out my responsibilities as a church officer.

Signature: _____

Title: _____

Print Name: _____

Date: _____

For Church Use Only:

Signature (Staff Witness): _____

Title: _____

Print Name: _____

Date: _____