



GRACE COMMUNITY CHURCH
STAFF AND VOLUNTEER
CONFIDENTIALITY COMMITMENT
POLICY

POLICY PER P-6
Adopted: 9/22/95
Revised: 4/21/04
Revised: 7/10/15
Revised : 1/29/16
Reviewed: 1/28/22

During the course of your employment or volunteer work at Grace Community Church you will frequently be made aware of information that is confidential. Information may come to you from communication cards, phone calls, correspondence, email, personal visits, helping relationships, guests, members or attendees of our church, giving envelopes, checks, letters, from other staff members, meetings, etc.

Following this Confidentiality Commitment Policy, it is your responsibility to not reveal this information to any unauthorized person without specific permission of the owner of the information. Such information should either be kept to yourself or used in the performance of your duties as necessary.

You are required to follow Grace's Confidentiality Commitment Policy. Violation of the Confidentiality Commitment Policy will result in immediate action up to and including disciplinary action and may be cause for removal from ministry responsibilities and/or dismissal from employment.

Upon the discontinuance of your employment or volunteer work at Grace for any reason, this policy regarding confidentiality will remain valid. Any breach of confidentiality could result in legal action on the part of the church.

Every Elder, employee and volunteer entrusted with confidential information is to review this document and sign at the bottom. A signed copy will be maintained in each confidential team member's and/or employee's personnel file with a copy provided to the individual for their own records.

I have read and understand this policy regarding confidentiality and know that I am bound by this policy both during and following my employment or volunteer service at Grace Community Church.

Signature

Date

Print Name