(Church Logo)

Confidentiality Agreement

As an employee, volunteer, or contract service provider for (church), I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

I understand (church) expects me to hold in confidence any information I may become privy to in the course of my work, volunteer activities, or contract service. I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information which is given, shown, heard, made available to me, or which otherwise comes to my attention, for purposes outside the legitimate scope of my work, activities, or responsibilities.

I am aware that failure to abide by this agreement may subject me to disciplinary action up to and including my immediate termination from my position. I further agree that during the term of my employee, volunteer, or contract service and following my separation with such, I will be bound by this agreement.

_____ _____

Printed Name Date

_____

Signature