



# THE BROOK

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## CONFIDENTIALITY AGREEMENT

This policy covers all persons working, volunteering, or doing business with The Brook during and after employment, volunteering and/or when business with The Brook has been completed or terminated. This policy prohibits confidential information from being accessed, disclosed, or released in any format to or by the individual involved and The Brook. In addition, certain information considered confidential by The Brook should not be released before obtaining specific authorizations from appropriate level of leadership or staff.

**Conduct of Personnel:** All individuals are expected to be professional and maintain the highest level of confidentiality at all times, whether dealing with actual records, documents, or conversations, and abide by the obligations of contractual confidentiality agreements. Situations in violation of this policy include, but are not limited to:

1. "Loose" talk among workers/volunteers regarding confidential information about any staff/ church member, or fellow employee.
2. Allowing unauthorized access to computers, our database, restricted areas of the building, confidential member information, financial data, or employee personal information.
3. Sharing of information acquired by persons in the course of their work to others who don't need to know the information; accessing information that the individual doesn't have the authority to access in the course of their work or doesn't have a need to know to carry out their job duties.
4. Sharing of information relative to confidential matters of The Brook.
5. Discarding confidential documents in non-secured trash container (shredder bins must be used to destroy all confidential information).

Examples of Types of Information to be Protected:

1. **Member Information:** Member information must not be accessed, removed, discussed with or disclosed to unauthorized persons, either within or outside of The Brook, without the proper consent of the member. All individuals having access to confidential information are bound by strict moral and ethical restrictions on the release of confidential data. No individual therefore may disclose to a third party, including his/her own family, information learned from member records, accounts, database systems, or any confidential sources during the course of his/ her work.



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No individual may access confidential information that they do not have a need to know to carry out their job duties. Employees/volunteers may not access, release or discuss any confidential information of other employees/volunteers without proper consent, unless the employee/volunteer must do so to carry out specific assigned job functions.

2. Storage and Disposal of Confidential Documents: Confidential documents must be kept in a safe, locked location and only given access to those individuals to whom you have appointed and are responsible for. Confidential documents must be disposed of by the method of shredding to prevent a confidentiality breach and/ or identity theft.
3. Reporting Breach of Confidentiality: Persons must report violations of this policy. Breaches must be reported immediately to the Ministry Lead (volunteers) or the Executive Officer (staff) for review and possible disciplinary measures including possible dismissal.

By signing this policy, I hereby certify that I have read this document, understand its meaning and that violation of this policy is just cause for disciplinary action up to, and including termination of employment and/ or volunteering rights.

\_\_\_\_\_  
Employee/Volunteer Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Exec. Officer /Ministry Leader

\_\_\_\_\_  
Date