PLYMOUTH CONGREGATIONAL, UCC

CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement is between Plymouth Congregational Church, UCC and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, serving in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Term:** This agreement applies to the individual’s access to confidential information during their term of service.

**Acknowledgment: The** individual understands and acknowledges that in his/her position s/he will receive confidential information pertaining to the activities, operations and the business of Plymouth UCC and/or personally identifiable Information of church members (“confidential information”). The individual further acknowledges that disclosure of such confidential information may be damaging or hurtful to church members or to the church. Examples of confidential information includes, but is not limited to:

* Financial information, e.g., checking account number, credit card number, etc.
* Medical condition and/or history of an individual and/or their dependents
* Annual review documentation or similar work performance progress report

**Confidentiality:** Individual agrees to:

* Not disclose or discuss confidential information with others not authorized to receive such
* Use reasonable means to protect and prevent the disclosure of confidential information, whether verbal or written
* Use the confidential information only in connection with church business during term of service.

**Remedy:** Should there be a violation of this agreement by the individual, the Leadership Council may in its sole discretion remove such individual immediately from the position and prevent that Individual from serving in other positions at the church that involve the use of confidential information.

**Individual**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title or Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plymouth Congregational Church, UCC**

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title or Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_