

Confidentiality Agreement FAQ

The “Plymouth Congregational, UCC Confidentiality Agreement” was created to help Plymouth’s members understand that participation in certain groups or activities may mean that they receive confidential information. Confidentiality is not the same as secrecy. Confidentiality means that the right people know the right information at the right time for the right reasons.

This form is designed to identify examples of such information and to enable members to affirm that they are committed to preserving the confidentiality of this information. The authors of the Agreement recognize that there may be occasions when members at Plymouth share confidential information, e.g., teachers sharing information about a medical condition that affects the way in which they conduct their classes, financial information shared among the stewardship committee. However, the Agreement represents a commitment that such information should not extend beyond such groups. We know that you will use common sense and good judgement. If you are ever in a quandary, please speak directly with one of our pastors without delay, and they will help you work through the issue.

FAQ

1. Who signs on behalf of the Church? Either the senior pastor or the moderator of the Leadership Council.
2. What is the title or the position of the signee? Here are some examples: member of the Stewardship Board, member of the Personnel Committee, OWL teacher.
3. Do I need to sign another form if I have a new title or serve in a new group at Plymouth? No, many members at Plymouth serve in multiple capacities where they may learn confidential information.
4. How long as the document valid? As long as the signee is a member in good standing at Plymouth.
5. Is a volunteer with HPI, FFH or similar organization required to sign? No, these entities are independent of Plymouth and have their own protocols regarding confidentiality.