

Confidentiality Policy and Agreement

It shall be the policy of Brentwood Baptist Church to maintain confidentiality in all matters related to the functions of its ministries and related organizations. Church members and others who seek our assistance expect privacy in matters related to them. This policy shall be applicable to employees, temporary employees and volunteers who may work closely with staff and have access to information of a confidential nature.

This confidentiality does not prohibit the sharing of information between entities for which Brentwood Baptist Church has authority or oversight by means of the services it renders. For example, Brentwood Baptist Church performs the accounting function for the RockBridge Foundation that is a separate legal entity and has a fiduciary responsibility to provide detailed information that may not otherwise be disclosed.

Privacy and confidentiality covers various forms of communications, both written and oral. This means all phone calls, discussions, meetings, reports, and documents encountered in the execution of my normal job duties will be held in strictest confidence. This includes the content of all written and verbal communications as well as the fact that these communications took place. I also understand that I may be become part of team meetings where privileged information may be shared or discussed. I will evaluate such information and its application to issues for appropriateness prior to any discussion.

By signing this agreement, I acknowledge that I shall exercise sound judgment and discretion and maintain confidentiality in all matters. Furthermore, I understand that failure to adhere to the policies outlined in this document may result in immediate termination of employment from Brentwood Baptist Church.

Employee

Date

I have read and understand this policy. By my signature as a volunteer at BBC I am affirming my commitment to the standards and behaviors described in the performance of my job duties and agree to abide by the policy.

Volunteer

Date