

Non Disclosure Agreement Policy

As a staff member or volunteer of Generocity Church, I understand that during my time as staff or volunteer, I may have access to confidential and sensitive information about church members, finances, operations, and ministry activities. I recognise that maintaining confidentiality is essential to preserving trust, protecting individuals, and supporting the mission of the church.

Types of Confidential Information

I understand that confidential information includes, but is not limited to:

Personal and Pastoral Information

- Personal counseling sessions, pastoral care discussions, and prayer requests
- Medical conditions, health concerns, and family crises shared in confidence
- Mental health struggles, addiction issues, or personal challenges
- Marital problems, family conflicts, or relationship difficulties
- Financial hardships, employment issues, or personal circumstances
- Information shared during confession, spiritual direction, or pastoral counseling

Church Member Information

- Personal contact information, addresses, and phone numbers
- Attendance records and participation in church activities
- Giving records, donation amounts, and financial contributions
- Disciplinary matters, church discipline proceedings, or membership issues
- Background check results and volunteer screening information
- Children's information and family details

Financial and Administrative Information

- Church budget details, financial statements, and revenue information

- Salary information for staff members and compensation details
- Vendor contracts, business relationships, and operational agreements
- Strategic planning discussions and future ministry initiatives
- Personnel matters, hiring decisions, and employment issues
- Legal matters, insurance claims, or potential liability issues

Ministry and Operational Information

- Confidential ministry discussions and leadership decisions
- Internal conflicts, disagreements, or sensitive church matters
- Security procedures, access codes, and safety protocols
- Donor information and major gift discussions
- Property matters, acquisitions, or facility planning

Confidentiality Obligations

General Principles

I agree to maintain strict confidentiality regarding all sensitive information I encounter in my role. I will not disclose, discuss, or share confidential information with anyone who does not have a legitimate need to know, including:

- Family members, friends, or acquaintances
- Other church members or volunteers
- Community members or neighbors
- Social media platforms or online forums
- Other churches or religious organisations

Professional Boundaries

I understand that confidential information shared with me is not meant for casual conversation or gossip.

I will:

- Treat all confidential information with the utmost respect and discretion
- Avoid discussing sensitive matters in public areas, hallways, or casual settings
- Refrain from sharing information even when asked directly by curious individuals
- Maintain confidentiality even after my service with the church ends

Communication Guidelines

When confidential information must be shared for legitimate ministry purposes, I will:

- Only share information with authorised church leadership
- Obtain appropriate permission before sharing sensitive details
- Share only the minimum information necessary to accomplish ministry goals
- Use secure communication methods when discussing sensitive matters
- Verify the need-to-know basis before sharing any confidential information

Specific Protections

Pastoral Care and Counseling

Information shared during pastoral counseling, prayer sessions, or spiritual guidance remains strictly confidential unless:

- The individual gives explicit written consent to share specific information
- There is imminent danger of harm to the individual or others
- Legal requirements mandate disclosure (such as suspected child abuse)

Financial Information

All financial information, including individual giving records and church financial details, will be kept strictly confidential and shared only with authorised personnel for legitimate church business purposes.

Personnel Matters

Information about staff employment, performance evaluations, salary details, and personnel decisions will remain confidential and will not be discussed with unauthorised individuals.

Child Protection

Information about children and youth, including family situations, behavioral concerns, or personal details, requires special protection and will only be shared according to established child protection protocols.

Exceptions to Confidentiality

I understand that confidentiality may be limited or overridden in the following circumstances:

- Mandatory reporting requirements for suspected child abuse, elder abuse, or vulnerable adult abuse
- Imminent danger where disclosure is necessary to prevent serious harm to an individual or others
- Legal obligations such as court orders, subpoenas, or other legal requirements
- Explicit written consent from the individual to share specific information
- Church discipline procedures following established biblical and church governance protocols

Social Media and Technology

I agree to maintain confidentiality in all forms of communication, including:

- Not posting about church matters, member situations, or ministry activities on social media
- Avoiding the sharing of photos or information about church members without consent
- Being cautious about electronic communications that could compromise confidentiality
- Not using church member information for personal purposes or non-church activities

Consequences of Breach

I understand that breach of this confidentiality agreement may result in:

- Immediate removal from my position or volunteer role
- Loss of access to church facilities and information systems
- Potential legal action if the breach causes harm or violates laws
- Damage to relationships and trust within the church community

Ongoing Obligations

Duration of Agreement

This confidentiality agreement remains in effect:

- Throughout my entire period of service with the church
- After my service ends, for an indefinite period
- Even if I transfer to another church or ministry organization
- Until specifically released in writing by authorised church leadership

Continuing Education

I agree to:

- Participate in confidentiality training as required by the church
- Stay informed about privacy policies and confidentiality best practices
- Seek guidance from leadership when uncertain about confidentiality issues
- Report any potential breaches of confidentiality that I become aware of

Acknowledgment and Agreement

By signing below, I acknowledge that:

- I have read and understand this confidentiality agreement
- I agree to abide by all confidentiality requirements outlined above
- I understand the serious nature of maintaining confidentiality in ministry
- I will seek clarification from church leadership if I have questions about confidentiality
- I commit to upholding the highest standards of discretion and trustworthiness

Staff/Volunteer Information

Name: _____ Date: _____

Position/Role: _____

Department/Ministry Area: _____

Signature: _____

Church Leadership Authorisation

Supervisor/Pastor Name: _____

Title: _____

Signature: _____ Date: _____

Resources and Support

If you have questions about confidentiality requirements or encounter situations where you're unsure about appropriate disclosure, please contact:

- Senior Pastor: Ps Caleb Dwyer

- Executive Team: Ps Ang Mitchell or Ps Tash Eagle
- Church Administrator: Mel Naveau

Effective Date: 7th July 2025

Next Review Date: 7th July 2026

Approved By: Executive Team on 23rd July 2025

This agreement reflects our commitment to biblical principles of trustworthiness, integrity, and love for one another as we serve together in ministry.

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