

# 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.

## IconDescription automatically generated

---

Revision #2

Created 4 September 2025 19:50:26 by Nathan Keenan

Updated 4 September 2025 20:10:55 by Nathan Keenan