

# Olympia Unitarian Universalist Congregation

## Confidentiality Agreement

This Confidentiality Agreement (the "Agreement"), dated as of \_\_\_\_\_ (date), is between the Olympia Unitarian Universalist Congregation (OUUC) and \_\_\_\_\_ (Individual) serving in the capacity of Staff, Contractor or Volunteer.

The intent of this Agreement is to recognize the importance of maintaining and respecting the Confidential Information of congregants and of OUUC and to protect the dignity and integrity of relationships with OUUC.

**Term** – This Agreement applies to discussions between the Individual and OUUC related to the duties of Staff, Contractor, or Volunteer beginning on the date set forth above and for as long as Individual is associated with OUUC.

**Acknowledgement** – Individual understands and acknowledges that in their position they will receive Confidential Information pertaining to activities, operations, and the business of OUUC and/or financial and personal information of OUUC's members. Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to OUUC's member or OUUC.

**Confidential Data** – The data that constitutes confidential data includes but is not limited to members personal and financial information contained in OUUC's database, personal and pastoral information shared in meetings or that may be overheard between staff.

**Confidentiality** – Individual agrees to:

1. Not disclose or discuss Confidential Information with others not authorized to receive such;
2. Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written;
3. Use the Confidential Information only in connection with church business;
4. Individual may disclose Confidential Information to Minister, Church Staff, Board of Trustee member, or member(s) that have been identified as having a real need to know or as otherwise directed by OUUC Staff;
5. Not share financial or pastoral information and Minister's Benevolence Fund records.

**Remedy** – Upon Individual's violation of this Agreement, OUUC's Minister or Administrator may in their sole discretion remove Individual immediately from said Position and prevent such Individual from serving on any other Position at OUUC that involves receipt of Confidential Information.

In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date first set forth above.

### Individual

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

### OUUC Staff Representative

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_