



St. Anna's Episcopal Church Confidentiality Agreement

I understand that St. Anna's Episcopal Church (hereafter "the Church") has a legal and ethical responsibility to safeguard the privacy and protect the confidentiality of information of all employees, volunteers, students, patients, persons and parishioners (hereafter "Person") as well as operational data.

Confidential Information includes but is not limited to all pages, forms, information, designs, documents, printed matter, policies and procedures, other information regarding operations and activities, conversations, messages (received or transmitted), resources, contacts, e-mail lists, e-mail messages, and personal information of any Person is confidential and the sole property of the Church. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, microform, automated, web-based and/or electronic form. This information is not to be disclosed to any third party without the consent of the Rector or the Director of Missions and the Person.

I understand that I may come into the possession of Confidential Information. I will act in the best interest of the Church. I will

- Access and use this information only when it is necessary to perform my job related duties.
- Not disclose or discuss Confidential Information with others, including friends or family, who do not have a need to know.
- Not discuss Confidential Information where others can overhear the conversation.
- Not in any way divulge, copy, release, sell, loan, alter/modify, purge or destroy Confidential Information except as properly authorized.
- Not transmit Confidential Information through the internet or utilize names in emails concerning a Person's care.
- Practice good workstation security measures such as locking up memory/storage devices when not in use, using passwords appropriately, and position screens away from public view.
- Not make any unauthorized transmissions or inquiries of Confidential Information.
- Only access or use systems or devices I am officially authorized to access, and will not demonstrate the operation or function of systems or devices to unauthorized individuals.
- Notify the Rector or Director of Mission of activity that violates this agreement, privacy and security policies, or any other incident that could have any adverse impact on Confidential Information.

I agree that my obligations under this Agreement will continue after termination of my work, expiration of my contract, or my relationship ceases with the Church. Upon termination, I will immediately return any documents/media containing Confidential Information to the Church.

I understand that violation of this Agreement, whether intentional or unintentional, will be subject to disciplinary action up to and including termination and prosecution according to any applicable laws.

By signing this document, I acknowledge that I have read this Agreement and agree to comply with all the terms and conditions stated above.

PRINTED Name

Signature

Date