

Sunnyside Christian Church

CONFIDENTIALITY AGREEMENT

The nature of ministry and services provided by Sunnyside Christian Church often requires information to be handled in a private, confidential manner. Therefore, all employees and selected volunteers must agree to the following terms:

All reports, memoranda, notes, transcripts, meeting minutes, financial data, or other such documents will remain part of Sunnyside Christian Church's confidential records.

All conversations and electronic communications must be conducted with a reasonable expectation of privacy unless otherwise agreed to by all parties. Employees and ministry volunteers will not share or discuss personal information, opinions, comments, or any other details derived from such conversations or communications without the consent of all parties involved.

Private conversations and communications may occur between two or more individuals and may include closed group settings. Any discussions overheard or content inferred from sources other than the intended circumstances must be treated with the utmost discretion.

The names, addresses, and phone numbers of our employees and/or our church members will only be released to people authorized by the nature of their duties to receive such information and only at the discretion of Sunnyside administrative personnel and consent of the named individual. Any requests for employee salary information will be referred to the Lead or Executive Pastor for release.

Following legal or regulatory guidelines provide the only exceptions to this policy.

The undersigned consents to abide by this confidentiality agreement.

Name of Employee or Ministry Volunteer

Date

Signature

"Careful words make for a careful life; careless talk may ruin everything." Prov 13:3, MSG