

## The River Church

### Confidentiality Agreement

**Applicable to:** The River paid staff/employees, ministers, leaders, volunteers and others who have access to information entrusted to or maintained by The River Church, including any piece of information (verbal, digital or hard copy) that is provided to The River or created by The River regarding any person or business/organization.

The River Church maintains information about its current and past paid staff/employees, ministers, leaders, volunteers, members, visitors and affiliates, as well as information concerning The River business operations and processes. The information is considered confidential or sensitive. The River Church restricts access to information for legitimate business purposes, and requires of those who have access to information: to access information solely for a legitimate business purpose as-needed, and not disclose information to any individual, group, media or organization.

- I understand that my access to confidential or sensitive information entrusted to or maintained by The River Church is approved solely in conjunction with my assigned responsibilities as a paid staff/employee, minister, leader or volunteer of The River Church and not for any other reason, particularly not for my personal benefit or for the benefit of others.
- I agree to take appropriate measures to uphold the confidentiality of this information and not divulge to anyone the contents of this information or any information provided to me, including any report or record, except in accordance with The River Church as assigned to me.
- I agree not to share any passwords with any other person, and that I am responsible for any activity carried out under my name.
- I understand that if I do not comply, I will be subject to disciplinary action up to and including termination.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Name of Ministry or Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designation: (Please Check One)**

Employee/ Paid Staff     Minister     Leader     Volunteer     Other

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