For Staff and Volunteers

Global Destiny Concern: Confidentiality Policy with Agreement

1. Purpose

The purpose of this Confidentiality Agreement is to protect the identity and privacy of our

Christian brothers and sisters. Staff and Volunteers at the organisation encounter personal and sensitive information of our brethren.

This is particularly true when assisting them about their Christian spiritual state. Therefore, it is very important to refrain from disclosing any information to third parties about our brethren to avoid causing them harm.

1. Confidential Information

 Confidential brother and sister information should never be discussed in the presence of

third parties. Any files and/or documents containing confidential information should never be shared or released to third parties.

Confidential information includes, but is not limited to, the following:

1. Identifying information about the Christian brother or sister including name, address, email or phone number;
2. Information relating to the Christian brother or sister family;
3. Information regarding the Christian brother or sister spiritual state;
4. Information regarding the spiritual challenges the Christian brother or sister is facing;
5. Any other information that would identify the Christian brother or sister or potentially place the Christian brother or sister or family members at risk.
6. Terms

By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide

by the following provisions:

1. All communications between staff, volunteers, and Christian brothers and sisters are confidential

2. The staff or volunteer shall not disclose confidential information to a third party without the

Christian brother or sister express consent to release such information.

3. The staff or volunteer shall not disclose confidential information to a third party without

the Christian brother or sister knowledge and consent.

1. Staff and Volunteer Declaration
2. I understand that as a staff or volunteer, I have a duty to keep Christian brother and sister information confidential throughout my term as a staff or volunteer as well as after my employment or volunteer status ends.
3. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a staff or volunteer at the organisation.

I, ………………………………………. (print name), have read the above the Global Destiny Concern’s

Confidentiality Agreement and understand its terms and my responsibilities as a staff or volunteer.

Signature / date of Staff or Volunteer ……………………………………………………………………. …………………….

Signature /date of Manager ……………………………………………………………………. ……………………………..