

# Volunteer Confidentiality Agreement

Volunteer Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Saint John the Evangelist strives to maintain an atmosphere of love and respect for all those whose lives are touched by it, including preserving the legitimate privacy of others and striving to refrain from gossip and unjust harm to others' reputations.

As a volunteer at Saint John the Evangelist, you may learn of parish financial or organizational details, of personal information that has been formally provided to the parish (such as parishioner registration, donor or clergy/staff/volunteer details) or that has been provided by someone expressing an urgent need or requesting a priest's assistance.

It is important that all who volunteer at Saint John the Evangelist appreciate that they represent the parish when engaged in their volunteer activities and are expected to keep such information confidential, both during the volunteer service and after its completion.

For purposes of this Agreement, "confidential" does not include information readily available to the general public, that you discuss with other parish volunteers, staff, clergy or clerical authorities in order to assist the parish or resolve a parish problem, information that leads to a Safe Environment Training concern, or that you are requested or required to disclose by an appropriate legal authority (such as a court or a law enforcement officer).

By signing this Agreement, you acknowledge that you understand these confidentiality responsibilities and have had the opportunity, at your request, to discuss them with the parish General Manager before signing. You also acknowledge that any breach of these responsibilities may result in your termination as a Saint John the Evangelist volunteer. After you sign this Agreement, it will be included in your parish personnel file and you will be given a copy of it.

**I understand and agree to all of the above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Updated 5/17/21

