

The Roman Catholic Diocese of Burlington

Parish H.R. Policies and Procedures

SUBJECT: Confidentiality	Policy Number HR 0008
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: November 1, 2013

INTRODUCTION

As an employee or volunteer, you may come across confidential material that you are entrusted to treat as confidential. There is a responsibility to maintain confidentiality in regards to donors and amounts given, disclosure of personal information, Parish funds and property, employee information, and passwords. What you see and hear in the work place should stay at the workplace. No information can be shared with anyone outside the workplace or internally, without the approval of the Pastor/Administrator.

CONFIDENTIALITY POLICY

The Parish will maintain records in a confidential manner. The Parish also requires that employees maintain the employment policy of strict confidentiality in regard to parishioners, employees, and the proprietary operations of the Parish (while working and also when no longer employed).

PURPOSE

To assure confidentiality of proprietary and non-proprietary information available within the Parish while working and no longer working as an employee or volunteer.

PROCEDURE

- Parish employees and volunteers will be informed of the policy and will sign the Confidentiality Agreement yearly.
- All information is considered confidential information and is property of the Parish.

EMPLOYEES AGREE AS FOLLOWS:

1. All donors and donor amounts:
 - a. Will be kept confidential.
 - b. Shall not, except as hereinafter provided, without the prior written consent of Pastor/Administrator be disclosed to any Third Party or any individual, to include committees, such as Parish Finance Council.
2. Disclosure of Information:
 - a. Will be kept confidential, i.e. names; addresses; phone numbers and any personal information obtained while being employed or volunteering, to include annulment processes, baptismal certificates, marriage certificates, etc., unless if such disclosure is:
 - i. Required by law or of any regulatory agency or canon law; or
 - ii. Be in response to a valid subpoena or order of a court or other governmental body or other valid legal process.

The Roman Catholic Diocese of Burlington

Parish H.R. Policies and Procedures

SUBJECT: Confidentiality	Policy Number HR 0008
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: November 1, 2013

3. All funds received and properties belong to the Parish Charitable Trust and will not be “borrowed,” “taken” or “exchanged.”
4. All employee information is to include, but is not limited to: wage, social security numbers, or address; healthcare information to include selection of healthcare choice; anything that is considered private under the privacy laws and under the HIPPA regulations will not be disclosed or shared to anyone without the permission of the Pastor/Administrator.
5. All passwords for programs, i.e. QuickBooks, ParishSoft—Shall not be shared with anyone.

Any violation of the Confidentiality Policy will result in disciplinary action up to and including termination.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***