

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Confidentiality	Policy Number HR 0008
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

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, the Roman Catholic Diocese of Burlington 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 your supervisor.

CONFIDENTIALITY POLICY

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

PURPOSE

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

PROCEDURE

- Roman Catholic Diocese of Burlington 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 Roman Catholic Diocese of Burlington.

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 the Finance Officer be disclosed to any Third Party or any individual, to include committees.
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:

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- 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.
3. All funds received and properties belong to the Roman Catholic Diocese of Burlington 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 Director of Human Resources.
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.***