

# The Church of Saint Luke

818 Main Street Stroudsburg, Pennsylvania 18360

Church Office 570-421-9097 Residence 570-421-8460



## CONFIDENTIALITY / NON-DISCLOSURE AGREEMENT

**Confidential Information:** Confidential Information shall, for purposes of this Agreement, be defined in the broadest manner possible and shall include but shall not be limited to: all information or records (written, electronic or verbal) that may be protected from disclosure by federal or state law and/or which may be personal and confidential to the parish, to the pastor, to individual parishioners; to employees or to volunteers concerning, without limitation, such things as: operational information, legal information, information concerning contributions or donations, religious or spiritual records personal to a parishioner, educational records, health records, insurance records, employment or benefit records, financial records, or any other information that a *reasonable* person would consider proprietary, personal or confidential and of a type that should not be shared with others. This definition *shall specifically exclude mandatory reporting requirements under any state or federal laws or regulations particularly those for the protection of children.*

Keeping the above definition of Confidential Information in mind, I understand and agree as follows:

1. During the course of my employment or my volunteer work for the Church of Saint Luke, I may be exposed to Confidential Information.
2. Confidential Information will not be reproduced, distributed or disclosed by me to any unauthorized persons and will not ever be the subject of conversation which could be inadvertently overheard other than as may be needed to conduct the business of the Church of Saint Luke or my assigned duties as employee or volunteer.
3. I will keep all such Confidential Information strictly confidential and I will not utilize or share or exploit such information for any unauthorized purpose. If I am uncertain whether some information falls within the definition of Confidential Information, I will not disclose same unless and until I receive explicit permission to do so from The Church of Saint Luke.

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Signature and Date

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Print Name