



THE TABERNACLE

LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

Statement of Confidentiality

March 2021

Purpose

To protect the privacy of the church members, volunteers, attendees, staff and those who seek assistance from The Tabernacle. To maintain confidentiality in all sensitive matters related to the functions and finances of the Tabernacle's ministries, outreach programs and related organizations.

Scope

The church board members, pastors, staff, volunteers, and volunteers of church-sponsored programs.

Responsible Party

Concerns of mishandled information or breach of confidentiality should be brought to the attention of our executive director by email at executivedirector@thetabchurch.com or by phone at (231) 269-4190.

I. Statement

The Tabernacle pastors, staff, board members, employees, and volunteers are responsible for the security of confidential information to which they have access. They have an obligation to maintain the security of confidential and sensitive information, documents and data concerning The Tabernacle, pastors, staff, ministries, volunteers, members, attenders and individuals that inquire and/or receive assistance.

II. How to Safeguard Information

Procedures tell *how* a task is done. A detailed listing is made of each step taken to complete the process. A step by step description of the process is used to complete the assignment.

- A. All information related to any pastoral team member, staff member or ministry leader is to be kept confidential at all times.
- B. Keep applications, completed forms, documents, requests and other confidential items secure and do not leave them in the open.

- C. When handling information stored in locked cabinets, double-check to ensure the storage area is locked before leaving.
- D. When entering data on church computer systems or programs, secure the paper documents and sign out of the system or program before leaving the room or the device unattended.
- E. When handling sensitive, personal requests by phone or in person, use great discretion and keep information gained in the strictest confidence.
- F. Personal information in The Tabernacle databases must be kept confidential at all times and is not for personal use.
- G. Shred or destroy information that is no longer needed.
- H. Confidential information should never end up on social media, not even by accident. Be aware of your surroundings, foreground and background before taking or posting any pictures or video. And, of course, never intentionally post any confidential information.
- I. Show honor to your spouses and loved ones by keeping private information private. Do not burden or tempt your spouse or loved one to gossip with confidential information.

By signing this agreement, I acknowledge that I understand the policies and procedures in this document and will exercise sound judgment and discretion to maintain confidentiality in all matters. Furthermore, I understand that any breach of this duty to maintain confidentiality could be grounds for discipline, up to and including, termination of my role.

Full name (please print): _____

Team: _____

Signature: _____ Date: ____/____/____

If the above individual is under 18

Parent's Name (please print): _____

Parent Signature: _____ Date: ____/____/____

Witness Signature: _____ Date: ____/____/____