

Highland Mennonite Brethren Church Conduct Manual Confidentiality Agreement

All Adult Volunteers and Staff who serve with or on behalf of Highland Mennonite Brethren Church (“HMBC”) and may be in custody of confidential information shall sign this Confidentiality Agreement. This document shall be submitted to the Ministry Team Leader, Designated Screening Personnel, or the HMBC office at 4018 Centre B St NW, Calgary AB T2K 0W2, office@highlandchurch.ca, 403-276-9396. (Junior Volunteers and Staff shall sign an abbreviated confidentiality agreement found within HMBC’s *Plan to Protect® Policy - Appendix 1 – Application for Junior Volunteers and Staff*).

Confidentiality Agreement

I understand that I may obtain or have access to sensitive and personal information in my role with or on behalf of HMBC. That information may include, without restriction, personal information regarding staff, volunteers, members, attendees, supporters or persons assisted by HMBC, including information in relation to donations, personal or family matters, or screening procedures.

I agree to maintain strict confidentiality of all such sensitive and personal information and I will not disclose such information to anyone (including to staff, volunteers, members, adherents, supporters, or my spouse or family members) except authorized representatives of HMBC who need to know such information or as required by law.

I will immediately advise the Privacy Officer (Administrative Assistant) of HMBC if I become aware that any sensitive and personal information was improperly disclosed,

Liability Release

I undertake and agree to indemnify and hold harmless the Canadian Conference of Mennonite Brethren Churches, The Alberta Conference of Mennonite Brethren Churches, and Highland Mennonite Brethren Church, each of their leadership, staff, and volunteers from and against any loss, damage, or injury that may result from my breaking confidentiality within the context of HMBC Ministry Activities.

Signature

Signature	Printed Name	Date
-----------	--------------	------

Purposes and Extent

HMBC collects and retains this information for the purposes of having a record of a commitment to confidentiality from its Volunteers and Staff who may be in custody of sensitive and personal information. Upon review and any required follow-up, the original document is filed indefinitely – upon recommendation by our insurance company and legal counsel - in HMBC’s CONFIDENTIAL archives. The information collected is also stored in a password-protected database. The information is accessible only to the Ministry Team Leader, Designated Screening Personnel, Leadership Team, and where required by law. If you wish to limit the information collected, or to view your information, please contact HMBC.