



## **VOLUNTEER NON-DISCLOSURE AGREEMENT**

### **Overview**

Because of the nature of the work you do, you may have access to information of a confidential nature. This information should not be discussed except with authorized personnel. The unauthorized disclosure of confidential information will result in immediate cessation of your volunteer work. If any situation arises about which you have a question, see a Trinity Church Staff member immediately. We must protect the church family and guests personal information. Trinity Church volunteers are expected to abide by these confidentiality standards during their volunteer period. This confidentiality agreement is also expected to be carried out by former volunteers, and any violation of such can result being asked not to participate in the life of The Trinity Church family.

Confidential information includes, but is not limited to all personal information related to 1) church family and church guests, including contribution history, serving records, contact information, appointments made with pastors, information discussed during meetings and 2) information in regards to The Trinity Church business operations and staffing matters.

### **Agreement**

I agree to protect the confidentiality of all information concerning The Trinity Church business operations, staff, volunteers and guests.

In addition, I understand and agree that my compliance with the obligations herein is a condition to any volunteer position with The Trinity Church that has access to any private information.

I have read and understand the above policy.

\_\_\_\_\_  
Signature

Date 3/3/2021

Print name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_