



*The Father's Heart
Worship Center*

Senior Pastors Dr. Cornelius & Tanya Dennis

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Confidentiality Policy & Agreement

TFHWC Church Staff & Volunteers are responsible for the security of any confidential information to which they have access to during both the term of employment or voluntary service and afterwards. They have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data concerning TFHWC, its bylaws, organizational secrets, research and development, technical or business related information, its staff, volunteers, members, Pastors, and organizations.

TFHWC Church Staff & Volunteers will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information. *Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.*

This policy is not intended to impede normal church communications, but rather to specify individual discretion. Violation of this policy /agreement constitutes grounds for removal from office.

I have received and read a copy of the TFHWC Church Confidentiality Policy/Agreement and understand and accept the policy and guidelines set forth within the document.

My signature demonstrates my agreement to hold confidential all church business/matters pertaining to the Pastor, staff, organizations, and members while serving as an officer of the church.

Certification

I, _____ agree that I will keep confidential all proprietary, confidential and/or sensitive information, documents or data concerning TFHWC, its staff, volunteers, members, Pastors and organizations that I may have access to as a result of carrying out my responsibilities as a _____ and will inform my superiors immediately, if I believe any violation (unintentional or intentional) of this policy has occurred.

Signature of Staff Member/Volunteer _____

Name _____ Date: _____