



# North Shore Unitarians

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**BELONG WITH HEART. THRIVE IN SPIRIT. ACT IN SERVICE**

## Confidentiality and Non-Disclosure Agreement

Name of Staff/Volunteer: \_\_\_\_\_

In my role as a Staff Member or Volunteer at the North Shore Unitarian Church (NSUC), I may have access to personal information about people affiliated with NSUC and/or confidential information about the church itself.

I have read and agree to abide by the conditions explained in the NSUC *Privacy Policies and Protection of Personal Information* materials.

I pledge that I will:

- Maintain the confidentiality of the personal and financial information regarding NSUC and all persons associated with NSUC.
- Only collect the personal information that is needed in order for me to complete the work that falls within my assigned area of responsibility.
- Use personal information for the purpose(s) it was intended.
- Not disclose, share, or release personal or confidential information to others without explicit and written permission.
- Only keep the personal or confidential information as long as I need it to fulfill its intended purpose.
- Return to the church for proper disposal any materials containing personal or confidential information, when I no longer need those materials for their intended purpose.

Signature of Staff/Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_