

Confidentiality Agreement, UUSO

Revised August 31, 2021

This Confidentiality Agreement (the "Agreement"), dated as of _____ (date), is between the Unitarian Universalist Society of Oneonta (UUSO) and _____ (Individual) serving in the capacity of Volunteer.

The intent of this Agreement is to recognize the importance of maintaining and respecting the Confidential Information of congregants and of UUSO and to protect the dignity and integrity of relationships with UUSO.

Term

This Agreement applies to discussions between the Individual and UUSO related to the duties of Staff, Contractor, or Volunteer beginning on the date set forth above and for as long as Individual is associated with UUSO.

Acknowledgement

Individual understands and acknowledges that in their position they will receive Confidential Information pertaining to activities, operations, and the business of UUSO and/or financial and personal information of UUSO's members. Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to UUSO's members or UUSO.

Confidential Data

The data that constitutes confidential data includes but is not limited to members personal and financial information contained in UUSO's database, personal and pastoral information shared in meetings or that may be overheard between staff.

Confidentiality

Individual agrees to:

1. Not disclose or discuss Confidential Information with others not authorized to receive such.
2. Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written.
3. Use the Confidential Information only in connection with church business.
4. Individual may disclose Confidential Information, with a special exception for specific pledging financial data, to Minister, Church Staff, Board of Trustee member, or member(s) that have been identified as having a real need to know or as otherwise directed by UUSO Staff.
5. Not share financial or pastoral information.

Remedy

Upon Individual's violation of this Agreement, UUSO's Minister, Board of Trustees, or Administrator may in their sole discretion remove Individual immediately from said Position and prevent such Individual from serving on any other Position at UUSO that involves receipt of Confidential Information. In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date first set forth above.

Individual

Signature _____

Print Name _____ Date _____

UUSO Staff Representative

Signature _____ Title _____

Print Name _____ Date _____