

# Volunteer Confidentiality & Data Usage Agreement

This agreement certifies that I, \_\_\_\_\_, as a volunteer serving at [CHURCH NAME HERE], understand and agree to the following terms:

## Confidentiality

I will be entrusted with access to personal, sensitive, or confidential information about individuals, families, staff, or affiliated organizations. This information may be obtained verbally, electronically, in writing, or through access to church systems.

I agree to:

- Keep all such information confidential, even after my volunteer service ends.
- Only use this information to fulfill my assigned ministry responsibilities.
- Refrain from discussing or disclosing it to anyone outside the ministry context, including friends or family, unless expressly authorized.

Confidential information includes, but is not limited to: names, contact details, spiritual information, family situations, prayer requests, financial data, and volunteer or member records.

## Responsible Use of Systems & Data

If I am granted access to systems (e.g., databases or church software), I agree to:

- Keep my login credentials private and secure.
- Access and use data strictly for ministry purposes.
- Avoid using data for personal reasons such as invitations, promotions, or outside contact.
- Log out after use and securely dispose of printed materials.

## Liability & Enforcement

I understand that:

- Any unauthorized access, sharing, or mishandling of confidential information is a serious breach of trust.
- Violations may result in the revocation of access, termination of volunteer responsibilities, or legal action if necessary.

By signing this agreement, I affirm my commitment to uphold the privacy and trust placed in me as a volunteer.

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Printed Name

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Signature

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Date