

# St. George's Church - Confidentiality & Release of Information Policy

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## Policy

It is the policy of Saint George's Episcopal Church (William and Mary Parish of the Episcopal Diocese of Washington, D.C.) of Valley Lee, Maryland and all of its related entities that certain church conversations and records of an official or pastoral nature are confidential and shall be safeguarded against disclosure, loss, defacement, and tampering. This applies to conversations of an official nature that happen in small groups, committees, staff meetings, or Vestry meetings. It is the policy of St. George's Church that once consensus emerges around an issue and a decision is clearly made using the format of Roberts' Rules of Order that the members present will respect the process that led to that point and not seek to undue or discuss the matter, except to educate the wider public and congregation about said decision of the group in question and/or refer a potential petitioner to the proper leadership and/or affirm the consensus decision that has been made. This further applies to all church personnel records, all financial reports (including stewardship data), and employee health care and other benefits information. From time to time, this policy will be reviewed to assess whether other pertinent church records and conversations should be protected under this policy.

## Purpose

The purpose of this policy is to ensure the confidentiality of those conversations and records within the policy by governing the disclosure of information contained within those records.

## Definitions

*Disclose:* To communicate any information in any form, written, oral, or recorded.

## Statement

I, \_\_\_\_\_, hereby pledge that I will keep confidential all information obtained or disclosed to me pertaining to church conversations or documents as mentioned in the above policy and any other information disclosed to me deemed confidential by the Rector of Saint George's Episcopal Church.

I will comply with this confidentiality policy.

Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

The Rev'd Gregory C. Syler, Rector