

**PLEASANT GROVE BAPTIST CHURCH
VOLUNTEER SECURITY TEAM
CONFIDENTIALITY POLICY AND AGREEMENT**

Confidentiality Policy

Pleasant Grove Baptist Church (PGBC) volunteer security team members are responsible for the security of any confidential information to which they have access or are provided. They have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data concerning PGBC, its staff, members, organizations and Pastor. Volunteer security team members 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. This policy is not intended to delay normal church communications, but rather it's to specify individual discretion. Violation of this policy/agreement constitutes grounds for removal from the Security Team.

Confidentiality Agreement

I, agree that I will keep confidential any proprietary, confidential and/or sensitive information, documents or data concerning PGBC, its staff, members, organizations and Pastor that I may have access to as a result of carrying out my responsibilities as a security team volunteer. I have received and read a copy of this Confidentiality Policy and Agreement and I understand and accept the policy and guidelines set forth within the document. My signature demonstrates my agreement to hold confidential all church security matters pertaining to the Pastor, staff, organizations and members while serving as a volunteer of the church.

Signature: _____

Print Name: _____

Date: _____