



## Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles

An employee/volunteer, in the course of his/her employment and/or activities on behalf of The Bishop of Charleston, a Corporation Sole, sometimes known as the Diocese of Charleston, or the Roman Catholic Church in South Carolina (herein "Diocese"), may have access to confidential matters including, but not limited to: business and financial records, information and plans; records, information, and plans of a parish and of parishioners (including, but not limited to, census, marriage, adoption, and divorce records and information); technical information; spiritual and sacramental information; medical, legal, psychological, and emotional information; personnel records and information; plans to acquire, sell, lease, or encumber real estate and/or other property or assets; asset valuation information; development plans and information; information received by or on behalf of the Diocese in confidence; non-published telephone numbers and other private contact information; and all other proprietary and/or personal information. The employee/volunteer must maintain the strictest confidence of all such information and related materials.

All such information shall be received and treated by the employee/volunteer as confidential, will be used only by the employee/volunteer for the limited purpose authorized by the Diocese, and will not be disclosed by the employee/volunteer to anyone not expressly authorized by the Diocese to receive such information.

Further, the employee/volunteer will not make any copies, record, notes, or the like, of any information or materials of, or disclosed to him/her by, the Diocese or remove any such information from their official workplace, except as required in the course of their work duties. The employee/volunteer shall immediately return all confidential information and materials, and all other requested information and materials, to the Diocese upon the earlier of: (a) the request of the Diocese; or (b) the termination of employment with or activities on behalf of the Diocese.

Further, the employee/volunteer, at all times during the course of his/her employment, will respect and support the mission of the Catholic Church. The employee/volunteer will exhibit personal integrity, honesty and compassion and make decisions in an ethical framework consistent with the Catholic Faith, the Code of Canon Law, and the financial, personnel and employment policies of the Diocese of Charleston.

In the event the employee/volunteer violates the terms of this Policy, the Diocese shall take such disciplinary action to include termination of employment or assistance, as the diocese deems appropriate.

WITNESS

EMPLOYEE/VOLUNTEER

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name \_\_\_\_\_

As to the Recipient

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_