



Confidentiality Policy

Authorised :

Signed : _____

Date : _____

Name : _____

Position : _____

Confidentiality Policy

Purpose

Maintaining confidentiality is important for building and maintaining trust and for ensuring open and honest communication.

In the context of Bethel Baptist Church, workplace confidentiality can be defined as keeping information relating to employees, regular members of the fellowship and any person, irrespective of age, that has contact with the Church.

Importance of Confidentiality

Confidentiality is of paramount importance. Protecting sensitive and personal information is crucial.

All information will be treated with care and caution. Employees and volunteers should be prudent not to disclose any information that the Church may consider sensitive to a third party and should avoid sharing personal details. To this degree a professional attitude should be maintained at all times.

The Church will process all personal information with the utmost care and will not make any disclosure to third parties.

Maintaining confidentiality is important to the preservation of the Church's reputation and integrity internally within the fellowship and externally within the local community and beyond.

How confidentiality will be maintained.

The Confidentiality Policy will be generally available, be referenced in all induction and training sessions and will be the subject of inclusion in all job descriptions.

Employees and volunteer workers will be required and encouraged to adopt a professional attitude when processing personal information.

Misuse of personal information will be minimised by the safe storage of personal files and the prevention of unauthorised access. Designated secure areas will be used for this purpose.

Breaches of confidentiality will be investigated and resultant action taken.

Disposal of sensitive information will be conducted timely and appropriately and will seek to prevent accidental disclosure.

Information shared for Prayer

Requests for prayer are a common event in a Church environment that considers the act of prayer to be a cornerstone of everyday Church life.

It may be considered common practise to share items of personal information when prayer support is requested or felt necessary and beneficial in the short and/or longer term.

However there will always be occasions when some information may be shared in confidence and should therefore be considered sensitive and private. On these occasions such information should not be disclosed any further unless specific permission has been given by the individual or individuals concerned.

If in doubt help and advice will be sought from the Senior Pastor or their deputy.

Issues of Safeguarding

The Church has a Safeguarding Policy and has appointed Safeguarding Officers.

All Church Leaders, Members and Friends of the Church are reminded that matters pertaining to issues of Safeguarding will be treated with the utmost respect and caution. Adherence to the Safeguarding Policy will be made and the confidentiality of all associated Safeguarding information will be maintained at all times.

Disclosure or sharing of any information should not take place other than when advised to do so by suitably authorised personnel or the Church's own Safeguarding Officers.

Online communication

Much of Church communication and information processing is conducted electronically.

It is essential therefore that all online information transmission is made accurately and with the utmost care. Maintaining personal privacy and integrity must be the watchword.

Employees and volunteers engaged in the production of Church material for circulation or general publication must remember at all times that they are Church Ambassadors and are not only responsible for maintaining information security but also the integrity of the Church.

Reference should also be made to the Church's Social Media Policy.

Storage and retention of information

Information will be stored within office files and electronically in computer platforms locally and remote.

When not in use, office files containing sensitive information will be kept in locked cupboards.

All information stored electronically will be protected using combinations of fire walls, virus protection, password protection and encryption. Efforts will be made to ensure that access, usage and transmission of data will remain safe by the use of industry standard software and procedures.

Internal storage and recovery of information will be controlled according to standard processes, storage media will be kept in secure areas.

Access to off-site, remote, electronic storage will be made to provide methods of recovery and continuity in the event of equipment failure. Every effort will be made to ensure the integrity of these mechanisms.

Virus protection products will be used to protect computer platforms from unauthorised access. Each platform will be password protected.

Personal information will only be retained for the duration of an individual's contact with the Church. Disposal of information will be carried out sensitively and will seek to avoid unauthorised or accidental disclosure.

Reference will be made to the available guidance in GDPR and the Church's Data Protection Policy.

Review

The Confidentiality Policy will be subject to regular review in the light of its use within Bethel Baptist Church and also in terms of changes to associated legislation and the consequential requirement for update.

The Policy, will at the very least, be reviewed on an annual basis.

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