

Presbytery of Geneva Employee Confidentiality Agreement

The Presbytery of Geneva maintains information about its current and past paid employees, ministers, leaders, volunteers, members, clients, and affiliates, as well as information concerning Presbytery of Geneva business operations and processes. This information is considered confidential or sensitive.

This employee confidentiality agreement is made between _____
[name employee]
and the Presbytery of Geneva (hereon referred to as the "Presbytery").

- I acknowledge that my access to confidential or sensitive information entrusted to or maintained by the Presbytery is approved solely in conjunction with my assigned responsibilities as an employee.
- I hereby covenant and agree that I will at no time, during or after the term of employment, use for my own benefit or the benefit of others, or disclose or divulge to others, any such confidential information, whether such information is verbal, digital or hard copy.
- I agree to take appropriate measures to uphold the confidentiality of this information and not divulge to anyone the contents of this information or any information provided to me, including any report or record, except in accordance with responsibilities as assigned to me.
- I agree not to share any passwords with any other person, and that I am responsible for any activity carried out under my name.
- I acknowledge that if I do not comply, I will be subject to disciplinary action in accordance with the Presbytery's Personnel Policies and Procedures, up to and including termination.
- I agree that upon termination of employment, I will return to the Presbytery retaining no copies, all documents relating to Presbytery business obtained during employment.

Date _____

Employee Name _____

Signature _____

Presbytery Representative _____

Signature _____