

**BEULAH GROVE CAMPUS**

**CONFIDENTIALITY ACKNOWLEDGMENT**

For Authorized persons (including staff volunteers) other than BGBC employees

I shall respect the privacy concerns of the people we serve, and I shall hold in confidence all information obtained in the course of my ministry service, whether that information is obtained through written records or daily interaction with the person.

I shall store or dispose of professional records in ways that maintain confidentiality.

I shall possess a professional attitude which upholds confidentiality toward the people we serve, fellow ministry workers, church members, and any sensitive situations arising within Beulah Grove Baptist Church.

I shall maintain membership confidentiality and I shall hold confidential any information about sensitive situations within Beulah Grove Baptist Church.

I understand that violation of this confidentiality stated may be grounds for public rebuke before the BGBC family based on biblical principles found in:

**1 Timothy 5:20 -- Those who sin are to be rebuked publicly, so that the others may take warning**

**Matt 18:15-17**

**15 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.**

**16 But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'**

**17 If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.**

I take sole responsibility for confidential records that are in my care and if I should divulge any of that confidential information without the proper authorization I hereby absolve the church of any liabilities resulting from my actions.

\_\_\_\_\_  
(Printed) Name of Volunteer or Recipient of Confidential Information

\_\_\_\_\_  
Signature - Volunteer

Date

\_\_\_\_\_  
Human Resource Director - Signature

Date