

## **Confidentiality Agreement**

**All volunteers are expected to:**

- Maintain strict confidence about privileged information learned from their volunteer positions at the parish.
- Refrain from sharing any personal opinions regarding people and situations observed while volunteering.
- Avoid discussions within or outside OLG premises regarding office practices, sensitive information regarding individuals of the parish family, and any issue pertaining to office personnel.
- Sensitive information should only be shared with staff members and volunteers that are explicitly entitled to this information. Staff and volunteers are to seek the Pastor, should any doubt be held before sharing with others.
- Please direct any concerns or opinions to the appropriate staff member, the Pastor.

**I have read the above guidelines and agree to follow the expectations and responsibilities as a volunteer of Our Lady of Guadalupe Catholic Church.**

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**Volunteer's Signature**

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**Date**

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**Pastor**

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**Date**

*Note: This form is to be signed annually.*