# Confidentiality Policy

## 1.0 Policy brief & purpose

1.1 Multiply Movement confidentiality policy refers to the disclosure of important information about Multiply Movement or individuals in association with Multiply Movement.

1.2 During the course of everyday activities, employees and volunteers will unavoidably receive and handle personal and private information about people associated with Multiply Movement. This policy is designed to set the rules that will protect this information from exposure.

1.3 Multiply Movement employees, volunteers and contractors are responsible for the security of any confidential information to which they have access. They have an obligation to maintain the confidentiality of proprietary, confidential and sensitive information, documents and data concerningMultiply Movement, its employees, members, organisations and Leadership.

1.4 Church employees, volunteers and contractors will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorised to receive such information (3) for the purposes of mandatory reporting requirements.

1.5 This policy is not intended to delay normal church communications, but rather it's to specify individual discretion. Violation of this policy/agreement constitutes grounds for removal from office.

## 2.0 Scope

2.1 This policy affects all employees, volunteers, contractors and others that may have access to confidential information.

**3.0 Policy elements**

3.1 The employee, volunteer or contractor will have access only to the amount and type of information required for the completion of their job responsibilities and no more

3.2 Employees, volunteers, contractors must limit to a minimum the occasions when they take confidential information out of the office

3.3 When perusing or sharing information through electronic means, all precautionary safety measures must be in effect

3.4 Confidential information must not be left unattended or unlocked

3.5 Unauthorised replication of information is prohibited

3.6 All copies of confidential documents must be shredded when no longer needed

3.7 Upon separation of employment or voluntary work all confidential information must be returned or deleted from the employee's, volunteers, contractors electronic devices

3.8 Multiply Movement will take measures to ensure that confidential information is well protected. Those measures include but are not limited to:

- 3.8.1 Electronic information will be encrypted
- 3.8.2 Databases will be protected with all available security measures
- 3.8.3 Paper documents will be safely stored and locked
- 3.8.4 Authorisation of access will be carefully controlled, usually by senior management
- 3.8.5 Employees, volunteers, contractors may need to sign non-compete and/or non-disclosure agreements

3.8.6 Confidential information as described above may occasionally have to be disclosed for legitimate reasons, e.g. upon request of a regulatory body. In such cases, a strict procedure must be followed that includes the explicit consent of parties involved (unless they are faced with criminal charges) and the disclosure of only relevant information and no more.

## 4 Disciplinary Consequences

4.1 Multiply Movement places great importance on this policy. Any non-conformity will bring about disciplinary and, possibly, legal action.

4.2 Multiply Movement is prepared to terminate any employee, volunteer or contractor who willfully or regularly breaches the confidentiality policy.

4.3 Serious offences such as theft of information, illegal disclosure of sensitive data etc. will be grounds for immediate for-cause dismissal and may also involve legal consequences.

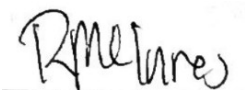
4.4 Any unintentional breach of this policy will be thoroughly investigated and will be dealt with appropriately depending on its magnitude and seriousness.

4.5 This policy is binding even after separation of employment.

## 5.0 Signing

This Policy was adopted on the 30th September 2022 by the Multiply Movement Church Board.

Signed Rachel McInnes



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Multiply Movement Board Director

Review Date 30 September 2024