

CHURCHES IN COVENANT INTERNATIONAL CONFIDENTIALITY AND DISCLOSURE AGREEMENT

It is the policy of Churches in Covenant International, Covenant Church, Mundo de Fe and all related entities (collectively referred to as the "Ministry") that **names, addresses, phone numbers, other contact information, financial contribution information, all information about an individual's spiritual or emotional health and other information of a personal nature** provided to the Ministry are provided for its use only and are considered Confidential Information. In addition, all system Logon ID's and Passwords are considered Confidential Information since they may provide access to Confidential Information about members, friends, guests and business associates.

I, the undersigned, hereby acknowledge:

- (1) the private nature of system Logon ID's, Passwords and Confidential Information provided to the Ministry by its members, friends, guests and business associates;
- (2) that in the course of my duties and functions on behalf of the Ministry, I may from time to time be entrusted with access to Confidential Information whether this information is accessed through computer systems, paper documents or by other means;
- (3) that the disclosure of Confidential Information to unauthorized parties could be detrimental to individuals and/or the Ministry; and
- (4) that Texas law requires the Ministry to disclose to appropriate authorities
 - a. any threat to harm one's self or others and
 - b. any evidence of child or elder abuse.

In consideration whereof, I enter into this Confidentiality Agreement with the Ministry on the date indicated below and agree as follows:

I will keep as private and confidential all system logon ID's and passwords as well as all other Confidential Information. I will treat this information as I treat my personal confidential information and I agree not to discuss or disclose to any person. I will not make use of such Confidential Information for any purpose whatsoever other than in the execution of my duties and functions on behalf of the Ministry. I understand that personal uses such as party invitations or business contacts and all other non-Ministry uses are prohibited. I further agree that I will not provide any Confidential Information to other individuals for any reason without prior express approval and instructions from authorized Ministry personnel.

I agree to report any information regarding (a) threats of harm to one's self or others or (b) evidence of child or elder abuse to my supervisor(s) and to otherwise treat said information as confidential.

If I receive a court order or subpoena to provide Confidential Information, I agree to notify the Legal Compliance Department immediately at 469/568-4005 or 972/512-4485.

I understand that my commitments herein shall be binding and continue for ten years after my responsibilities on behalf of the Ministry have ended.

I understand that, if I prefer to submit a signed paper document in lieu of an electronically signed document, I may print this document, execute it and forward to the Volunteer Ministries Coordinator.

Printed Name: _____

Signature: _____

Address: _____

Date: _____

WITNESS:

Printed Name: _____

Signature: _____