



Zech 7:9

Administer Justice

CONFIDENTIALITY AGREEMENT

Many individuals come to Administer Justice with serious personal issues which require strict confidentiality. As a volunteer or employee of Administer Justice you may have access to some of this information, including names, which cannot be disclosed under any circumstance. If you believe something should be disclosed you must speak with the Executive Director first. The only time Administer Justice discloses information is in general limited information without names among the mediators as a means of helping the assigned mediators with their mediation, and to church authorities if there appears to be a serious Spiritual issue that would warrant the involvement of church leadership. In no event should you make these determinations.

It is furthermore important to not leave papers laying around with information that reveals names as this could result in a violation of federal privacy laws. Finally, names should not be used when discussing circumstances in an open office environment where someone could overhear the discussion. If you need to discuss a person with the Executive Director, please pull him aside in his office where you can talk in private. Persistent inattention or violation of these rules will result in dismissal. With this in mind:

The undersigned agrees in consideration of Administer Justice's confidence, in accordance with scriptural and civil authority, to keep confidential all information and any document or instrument obtained by or in connection with his or her role, whether before or after the date of this agreement, it being understood that all such information will be held in express trust for and on behalf of Administer Justice.

Signature

Name

Address

City, State, Zip Code

Telephone Number

Witness