

PILGRIM REST BAPTIST CHURCH POLICY

Subject	CONFIDENTIALITY & NON DISCLOSURE		
Effective date	05/01/07	Policy Number	A31-020807

I. Purpose Statement	
	To protect Pilgrim Rest Baptist Church against improper disclosure or use of the church sensitive information and materials that is not known to the general public.
II Policy/Procedures	
	<p>I. Confidential Information. Designated team members as identified at the end of this policy, shall at all times hold in strictest confidence, and not use, except for the benefit of the Pilgrim Rest Baptist Church, or disclose to any person, firm or corporation without written authorization of the Executive Committee, any confidential information of the Pilgrim Rest Baptist Church. As used herein, "Confidential Information" means any Pilgrim Rest Baptist Church proprietary information, technical data, trade secrets or know-how, including, but not limited to, plans, products, services, membership data and customer information (including, but not limited to, customers of the Pilgrim Rest Baptist Church on whom the Designated Team Member has called or with whom he or she became acquainted during the term of the Designated Team Member's appointment to a position.) "Confidential Information" does not include any of the foregoing items which have become publicly known and made generally available through no wrongful act of the Designated Team Member or of others who were under confidentiality obligations as to the item or items involved thereof.</p> <p>II. Third Party Information. The Designated Team Member shall hold all confidential or proprietary information that the Pilgrim Rest Baptist Church has received from any third party to which it is the Pilgrim Rest Baptist Church's obligation to maintain the confidentiality of such information and to use it only for certain limited purposes in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except</p>

as necessary in carrying out the Designated Team Member's work for the Pilgrim Rest Baptist Church consistent with the Pilgrim Rest Baptist Church's agreement with such third party.

- III. **Maintenance of Records.** The Designated Team Member shall keep and maintain adequate and current written records of all records made by her or him (solely or jointly with others) during the term of the Designated Team Member's appointment with the Pilgrim Rest Baptist Church. The records will be in the form of notes, sketches, drawings, documents, electronic files, and any other format that may be specified by the Pilgrim Rest Baptist Church. The records will be available to and remain the sole property of the Pilgrim Rest Baptist Church at all times.

- IV. **Conflicting Employment.** The Designated Team Member shall not, during the term of the Designated Team Member's appointment with the Pilgrim Rest Baptist Church, engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Pilgrim Rest Baptist Church is now involved or becomes involved during the term of The Designated Team Member's employment, nor will he/she engage in any other activities that conflict with The Designated Team Member's obligations to the Pilgrim Rest Baptist Church.

- V. **Returning Pilgrim Rest Baptist Church Documents.** At the time of leaving the appointment of the Pilgrim Rest Baptist Church, the Designated Team Member covenants that he shall deliver to the Pilgrim Rest Baptist Church (and will not keep in the Designated Team Member's possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by the Designated Team Member pursuant to the Designated Team Member's appointment with the Pilgrim Rest Baptist Church or otherwise belonging to the Pilgrim Rest Baptist Church, its successors or assigns, including, without limitation, those records maintained.

	<p>VI. This policy shall be governed by and construed in accordance with the internal substantive laws, but not the choice of law rules, of the state of Michigan.</p> <p>VII. Designate Team Members include the following positions: Pastor, Deacons, Trustees, Deaconess, Church Mothers, Corresponding Secretary, Church Clerk, Church Secretary, Department Heads, Committee Heads, and Ministry Leaders. It also includes members of the following groups: Accounting Committee, Executive Committee, Finance Committee, Benevolent & Outreach Ministry, and Health Ministry.</p> <p>The above members must sign Confidentiality & Non Disclosure statement of receipt documenting that they have received a copy of this policy and that they agree to abide by this policy.</p>
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III. Definitions	
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	<p>Appointment – The placement of someone into a position by way of employment, selection or election to that position.</p> <p>Designate position – The list of identified positions as documented in this policy.</p> <p>Data – Information (a) processed by computer or information we plan to process by computer. (b) stored or collected for storage within a "relevant filing system".</p>
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IV. Approvals							
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Authorities</th> <th style="width: 40%;">Date</th> </tr> </thead> <tbody> <tr> <td>Executive Committee</td> <td>February 8, 2007</td> </tr> <tr> <td>Pastor</td> <td>February 8, 2007</td> </tr> </tbody> </table>	Authorities	Date	Executive Committee	February 8, 2007	Pastor	February 8, 2007
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