



**CONFIDENTIALITY COVENANT**

All employees and volunteers of Country Hills Evangelical Missionary Church (“CHC”) are required to safeguard all Confidential Information (as hereinafter defined) that may come into their care and possession or which may otherwise be provided to them or made known to them, to keep such information private and confidential and not to disclose any of it to any person, firm or corporation unless authorized in accordance with the provisions herein set out.

Confidential Information means all oral, written and machine readable proprietary and confidential information and data and any support materials and documentation disclosed directly or indirectly to the Employee/Volunteer relating to the affairs of CHC including but not limited to personal information, financial information, software, electronic and paper records and files, and contact details. When in doubt about what would be considered confidential, employees and volunteers shall consult the Director of Administration for CHC.

Confidential Information does not include any data or information which was in the receiving individual’s lawful possession prior to the submission thereof by CHC or which has become available to the public through no act or failure to act by the receiving individual.

I, the undersigned, agree to adhere to and to hold in confidence all Confidential Information, including but not limited to information concerning the personal and financial affairs or business affairs of CHC, its congregation members, employees, volunteers and program participants and shall not disclose or communicate to anyone, either orally or in writing, any Confidential Information without the prior written consent of the Senior Pastor, Director of Administration, or the Board of CHC. All Confidential Information will remain the exclusive property of CHC and be held in confidence and used only as may be authorized in the manner provided for herein.

The obligations with respect to Confidential Information shall continue to be binding upon me whether or not I am an employee and/or volunteer of CHC.

I hereby acknowledge having read and fully understood the terms and provision of this Confidentiality Agreement and agree to be bound to same.

In the event I breach the terms of this Agreement, without limiting any other remedies available to CHC by reason of such breach, I acknowledge that I will be subject to disciplinary action.

**IN WITNESS WHEREOF I have signed this covenant/agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
Signature of **Witness**  
Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of **Employee/Volunteer**  
Name: \_\_\_\_\_

**The undersigned hereby confirms having fully reviewed with the covenantor above the terms of this covenant/agreement prior to the execution by the covenantor.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Administrator of CHC or other Authorized Officer of CHC

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