

DIOCESE OF PATERSON CONFIDENTIALITY AGREEMENT

By virtue of my position at _____ within the Diocese of Paterson,
(Please Print)

I will have access to personal information concerning current and prospective employees and volunteers including consumer reports and criminal history background information. I understand and agree to follow the following rules:

1. All documents related to criminal history background checks, including consumer reports, must be maintained in a confidential manner and stored in a locked cabinet.
2. Such information may be accessed and reviewed as needed only by the Youth Protection Associate, the Pastor/Administrator, Principal, or other institutional Head as the case may be, the Diocesan Office of Child and Youth Protection, the Diocesan Attorney, and in the case of schools, the Diocesan Catholic Schools Office. An individual may review criminal history reports and consumer reports relating to himself or herself and shall be given copies of those documents upon request.
3. Access to information stored on a computer must be similarly limited and the Information protected from disclosure to unauthorized individuals.
4. The Diocesan Office of Child and Youth Protection and the Diocesan Attorney must be consulted before information may be disclosed to anyone other than those individuals identified in paragraph 2.

I will follow these rules and will maintain the confidentiality of all criminal history background check information, including consumer reports. This means not only the documents cannot be shown to unauthorized individuals, but that I may not disclose information contained in the documents to unauthorized individuals. This obligation applies to prospective employees and volunteers whether or not they actually become employees or volunteers, employees and volunteers during their terms of service, and former employees and volunteers.

Date Signature

Phone Printed Name

Email _____