

CONFIDENTIALITY

Much of the information received and disseminated from the parish or chancery is private in nature. In order to maintain professional confidentiality persons working in parishes or the chancery must refrain from discussing parish or chancery business (including individuals, incidents and situations) which is personal or private in nature with any individual inside or outside the parish or chancery staff unless that discussion pertains to or is necessary for the conduct of one's assigned work. Breach of confidentiality is a serious matter and therefore subject to disciplinary action up to and including termination. All employees are required to sign the confidentiality agreement. (See Appendix D-23)