



Parish of St Edmund and St Mark, Wootton Bridge Part of the East Medina Plurality

Confidentiality Agreement

Purpose

The purpose of this agreement is to ensure that all PCC members, and others who hold a position of responsibility, understand the need to prevent the unauthorised use or disclosure of confidential information. This will enable leaders to build and establish trust between all church members who are involved in the exchange of information.

Who

All PCC members
All clergy, including PTOs
Worship leaders and preachers
Pastoral visitors
Children and YP workers
Elephant Club leaders
Mark's Brothers leaders
Home and Bible study group leaders

E-mail and social media

Care should be taken when conveying information by e-mail. If confidential information is needed to be shared then initials should be used and only named email addresses used. E-mail addresses shared with partners / spouses should not be used. Ideally, each person to whom this agreement applies should have their own password protected e-mail address. Social media should never be used for sharing information regarding church members or information about internal matters.

Confidentiality and safeguarding

Whilst the above applies to all usual communication, where there is a safeguarding concern confidentiality may be waived. In such cases the one receiving the confidential information should share with the person involved that if they share such information and it has a safeguarding nature then they will have to pass this information on.

Freedom of Information (FOI) and Subject Access Requests (SAR)

The FOI legislation does not currently apply to churches although we may decide to respond to request for information in certain circumstances. However, SAR do apply and should be responded to within a calendar month.

Policy and Procedures Review

Reviewed by: Parish Safeguarding lead.
Agreed by the PCC: 28 May 2026
Signed and Agreed
Incumbent: Vacancy
Churchwardens: Harry Kirby and Steve Beynon
Next review: May 2028