

APPENDIX 1.4

PRINCIPLE OF CONFIDENTIALITY POLICY

The Canadian Oxford Dictionary defines confidential as “spoken, written or kept in confidence” where the word confidence is derived from the Latin *confidere* = “to trust”. There seems to be two major ways that the confidential nature of this trust is exhibited at both Grace United as well as in the greater body of The United Church of Canada (UCC).

The first aspect of confidentiality for both parties generally refers to the confidentiality of information. The Personal Information Protection and Electronic Documents Act (PIPEDA) came into effect January 2004 and gives individuals the right to privacy in the collection, use and disclosure of their personal information. The UCC has developed policies indicating how this information must be kept confidential and Grace United is in the process of adopting a similar policy regarding the storage and handling of its confidential information.

The second aspect of confidentiality may be considered to be confidentiality of relationships. Within Grace United the relationship between the ministerial personnel and the congregation is facilitated by Ministry and Personnel (M & P) Committee on behalf of the Council. The Handbook for Ministry and Personnel Committees (p. 12) states: “The goal is to achieve an environment of mutual trust where clear messages will be given and received, and helpful relationships will be established for the furthering of the church’s ministry and mission”.

The principle of confidentiality is based on trust between all the parties concerned. While the issues may be complex, the guidelines noted in the references below are intended to assist the parties in constructing or repairing the relationship whereby, as noted above, clear messages can be given and received in an environment of mutual trust for the furthering of the church’s ministry and mission.

References:

1) Confidentiality of Information

Faithful Footsteps. 2000. United Church of Canada. Page 18, 25

The United Church Privacy Policy Summary. July 2004.

Grace United Church Privacy Policy Procedures. 2007. (Under consideration by Council)

2) Confidentiality of Relationships

A Handbook for Ministry and Personnel Committee. 2003. United Church of Canada. Page 12

Congregation Organization Handbook. 2006. United Church of Canada. Page 21

The Manual. 2007. United Church of Canada. Sections 042, 054, 244, 341, 389