Presbytery of Susquehanna Valley Confidentiality Policy
Approved June 8, 2010

Good practices expected of all persons engaged in the work of the Presbytery of Susquehanna Valley (hereafter, “PSV”) shall include the following:

Personal information about PSV Inquirers, Candidates, Ministers, Commissioned Lay Pastors, Lay Preachers, staff members, church staff members and potential employees shall be treated as confidential. Such information will be shared only as it is directly relevant to church work on a “need to know basis” (e.g., the Committee on Ministry, Committee on Preparation for Ministry, Council, Personnel sub-committees, Permanent Judicial Commission, Investigating Committee or Administrative Commission).

All persons engaged in the work of the PSV shall handle and store presbytery documents (e.g. minutes, papers and e-mails) containing confidential or sensitive personal information in such a way that they may be reasonably sure that unauthorized persons will not access them.

- Fitting precautions should be taken when an e-mail account that handles PSV business may be accessed by other family members or when electronic files are stored on a computer accessed by more than one individual. Caution should be exercised in forwarding e-mails or using "Reply All" and copying functions to avoid accidental copying or forwarding to persons not engaged in the relevant PSV business.
- Presbytery documents shall be handled and stored with the same care, respecting privacy and preserving confidentiality.

The PSV Confidentiality Policies establish minimum standards. Individual committees may need to establish guidelines specific to their work.

Orientation for PSV work shall include full instruction on PSV Confidentiality Policy.

The Confidentiality Policy shall be published on PSV website and included in Presbytery Leadership Packet.