



St. Luke Cedar Hill

Anglican Church of Canada

3821 Cedar Hill Cross Road
Victoria, BC V8P 2M6

St. Luke Cedar Hill Parish Confidentiality Policy

All paid staff and volunteer members of committees of St. Luke Cedar Hill may, in the course of their duties and responsibilities, be provided with or have access to certain privileged, confidential and/or personal information. It is the policy of St. Luke Cedar Hill to safeguard the right to privacy of this information and to protect any individuals to whom it refers. **It is expected that all paid staff and volunteers will not disclose, or permit to be disclosed, any information that is of a confidential nature obtained through direct contact with an individual, or through access to such sources as correspondence, financial records, unpublished parish lists, etc.** Confidential information should not be shared with family members or friends of the volunteers or of the paid staff members.

It must be understood that **confidentiality is not secrecy** but the protection of information and its release to those on a “need to know” basis only and as necessary to promote God’s call for justice, reconciliation and healing. Under normal circumstances, confidential information will not be shared unless the individual authorizes its release. However, confidentiality may be disrupted immediately¹ when:

- a person has threatened self-harm,
- a person has threatened another,
- there is an indication of abuse to a child, young person or vulnerable adult.^{2,3}

It is understood that any disruption of confidentiality must be done with care and sensitivity so all involved are respected and pastorally cared for. Confidentiality is a responsibility to handle information in a way that maintains trust and safety for people.

It is expected that any personal information shared in small groups or in a pastoral situation will not be discussed outside that group. However, if there is an instance where someone’s behaviour is negatively affecting another person or persons, this issue maybe discussed as appropriate. Refer to footnote #3. This discussion could be with the incumbent, the wardens or other persons having been appointed by the Bishop to oversee the parish - unless the person accused of the negative behaviour is one of the persons named above.

Gossip, speaking lightly about, or spreading rumours concerning a church member is to be avoided. Unless avoided and/or actively discouraged, gossip or rumours can be a destructive force within a parish.

¹ Diocese of British Columbia Sexual Misconduct Policy, Section 2, #5, entitled “Confidentiality”

² Diocese of British Columbia Sexual Misconduct Policy, Section 2.3A, #1 entitled “Obligation & Reasonable Grounds for Reporting” (when the complaint involves a child or vulnerable adult)

³ Diocese of British Columbia Responsible Ministry: Screening in Faith Policy, Section 2.7 entitled “Establish Training and Supervision”