

Confidentiality Policy

Cathedral of Our Lady of Guadalupe

Effective Nov. 10, 2025

The Cathedral of Our Lady of Guadalupe Parish (OLG). OLG requires that strict confidentiality be maintained with respect to all information obtained by volunteers concerning the organization, as well as the clients and others they serve. The volunteer shall not disclose any information obtained during his/her volunteer placement to any third parties without prior written consent from the organization. This includes but is not limited to information pertaining to financial status and operations such as budget information, donations of money or gifts in kind, salary information, and information pertaining to clients, staff or other volunteers. No information concerning any volunteer will be divulged without prior written consent of the volunteer. This includes addresses, telephone numbers, etc. Failure to comply with the confidentiality policies of the organization may result in disciplinary actions, including the dismissal of the volunteer. I understand the above and agree to uphold the confidentiality of these matters both during and following my volunteer service with the organization.

Employee/Volunteer Signature

Date

Employee/Volunteer Name (printed) Witness

Date