**Procedure Number: GP 7**

**Procedure Title: Confidentiality Agreement**

**Purpose:** To ensure board members are aware of and confirm their responsibility to maintain confidentiality of sensitive information that belongs to or is obtained from St. Paul of the Cross Retreat and Conference Center.

For reasons of simplicity, the “Confidentiality Agreement” (GP 7) was combined into a single document along with the Board’s “Code of Ethics” (GP 6), the “Conflict of Interest Disclosure” (GP 8), and the “Acceptance of Gifts” (GP 9) policies which Board members are to sign and initial during the Fall Retreat Day.

The Board Affairs Committee has the responsibility to review, revise (if necessary), and prepare this document at its August meeting and then distribute it for Board member signatures during the Fall Retreat Day. The signed documents are then collected by the Secretary of the Board and filed with the Retreat Center’s Administrator.