



**REVISION HISTORY**

New document adopted 2/10/2016

Revised August 2020

Revised February, 2021

**BACKGROUND**

In order to conduct our ministry, we retain some financial and other sensitive information about our congregants.

**PURPOSE**

To safeguard and restrict access to personal and corporate confidential information.

**POLICY**

Congregants' personal and financial information is private and confidential. It is not to be sold, published, distributed, shared, or otherwise released from the custody of this congregation or committee.

Access to data is to be limited to those who have a need to know as outlined in the procedures.

The Finance Committee, in consultation with other UUCWC committees, and ministries who need access to the data, shall develop, review, update and enforce procedures that ensure the purpose of this policy is met.

The members of the Finance Committee are responsible to the Board of Trustees for implementation of this policy.

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