

## **Confidentiality and Data Usage Policy Florida Conference Data Base**

The Florida Conference data base (AKA Brick River) is a data base containing contact information for clergy, laity and churches in the Florida Conference. It also contains certain personal information for clergy, such as date of birth, social security number, and appointment information. As such, the information is highly sensitive and should be treated as confidential.

Knowledge of confidential information about people in the Conference places those who enter and otherwise handle the data in a special position of trust and confidence. Safeguarding this information is critical. Any employee who compromises this information may be subject to disciplinary action or termination. Any employee who compromises social security numbers may be subject to criminal charges.

Actions to avoid include (but are not limited to):

- Storing data/information outside of conference property in any form;
- Dissemination of confidential information within the conference;
- Dissemination of confidential information outside the conference;
- Dissemination of contact information electronically;
- Dissemination of contact information outside of your area of ministry or district;
- Dissemination of information without proper authorization.

Requests for data outside of your area of ministry or district should be referred to [LabelOrders@flumc.org](mailto:LabelOrders@flumc.org), or the Data Management office.

Please notify [dataupdates@flumc.org](mailto:dataupdates@flumc.org) when a person leaves the employment of the Florida Conference so we can remove them as a user from Brick River.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Name (Please Print): \_\_\_\_\_