

FIRST CHRISTIAN CHURCH

EMPLOYEE/VOLUNTEER PRIVACY POLICY

The Church recognizes that some information relating to employees and volunteers is sensitive and should be maintained in a confidential file to which no one has access except for a legitimate business or legal reason.

For example, records related to workers' compensation matters and medical information will be kept in a separate file from a personnel file or volunteer file.

An employee or volunteer has the right to inspect records in his or her file as provided by Florida law, subject to reasonable advance notice and at a time convenient to the Church.

An employee or a volunteer is not entitled to confidentiality with respect to any communications or other information the employee transmits or obtains on the computer system of the Church, all such information becoming the property of the Church.