

§605 CONFIDENTIALITY

605.1. Policy Employees of the Diocese and Diocesan agencies¹ are not to disclose without proper authorization, or outside the normal execution of their job responsibilities, any confidential matters which come to their attention as a result of their employment with the Diocese of Springfield in Illinois. Disclosure to anyone of such information without proper authorization, or outside the normal context of one's job, may be cause for disciplinary action, up to and including termination.

Procedures

- 1) Examples of confidential information includes, but is not limited to the following:
 - a) Correspondence, internal communications, and discussions;
 - b) Donor contributions, personal information, and lists;
 - c) Employee personal information, salary, disciplinary history, and payroll matters;
 - d) Business contracts, information, and agreements;
 - e) Canonical proceedings and civil law proceedings, including claims, litigation, hearings, and associated documents;
 - f) Communications of private pastoral matters or concerns.

- 2) Nothing in this policy requires any person to violate a civil law, a proper and lawful order, or to violate canon law.

- 3) This policy does not prevent an employee to act to prevent an emergency, a crime, or other physical harm to another, nor does this policy prevent an employee from notifying proper authorities of the commission of any crime. An employee acting in good faith under this exception may not be retaliated against or treated unjustly.

- 4) This policy does not prevent the Diocese from disclosing information where appropriate under the law.

- 5) Questions on the confidentiality of any information may be directed to the employees' immediate supervisor, the appropriate Agency Director, or the Vicar General/Moderator of the Curia.

- 6) See also Book II, §1158, Personnel Records.

¹ An "agency" as used herein shall include any department, institution, office, parish, school, Juridic person or any subdivision thereof governed by the moral authority of the Roman Catholic Bishop of Springfield in Illinois. (The authority to determine policies for these entities is stated in the, **2017 Diocesan Synodal Statutes, Part I, General Norms #9**, "*Diocesan policies further specify and delineate in greater detail the fundamental particular laws of these statutes and require all diocesan, parish and Catholic school personnel to act in a prescribed manner in handling specified situations. Diocesan procedures are uniform methods or standards of implementing diocesan policies.*")