

**Calvary Assembly Office Combination Confidentiality Agreement**

Due to our growth, it is imperative that the Pastoral Staff, Office Staff and designated Ministry Leaders have a secure work and meeting area. Combination locks have been placed on the entry doors to the office to provide such an environment. We require you to keep these combinations confidential.

The lock combination(s) that you have been given **MAY NOT** be given out to anyone without first requesting authorization from Pastor Pat Sullivan in the office. Pastor Pat will then be certain that everyone who is in possession of the combination(s) has signed a confidentiality statement as well.

By signing below, I am indicating that I understand and agree to the Calvary Assembly confidentiality requirements as stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Staff Position

**OR**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Volunteer Position