Hong Kong Sheng Kung Hui
Safeguarding Policy
Confidentiality Agreement

As a first principle, every effort will be made on the part of all parties concerned to hold in confidence information obtained in the process of a complaint made under the Safeguarding Policy, including identifying information about any persons involved. There will be times when this information is required to be disclosed by law, for the purposes of conducting a full and fair investigation, where safety issues exist, or where confidentiality is expressly waived by the parties.

Matters of confidentiality may bear directly not only upon the proper process of investigation, but on the well-being and recovery of individuals involved. When an offence has been alleged and an investigation is in process, immediate colleagues may become privy to confidential information. To promote collegial support, thereby empowering one another with confidence and hope, those aware of allegations are admonished against gossip and rumour and are required to hold such information as confidential. While the investigation is on-going, anyone involved as a complainant, respondent, or witness will be instructed not to discuss the complaint, incident, or the investigations with anyone unless necessary to obtain advice about their rights and well-being.

1. I, _____ (Name) have received and read the Confidentiality statement above and understand it.

2. I agree to hold in confidence information obtained in the process of a complaint made, and investigations initiated, under the Safeguarding Policy.

3. I agree and commit not to discuss this process except with members of my immediate family, who agree to be bound by this same confidentiality provision, except to the extent that such disclosure may be required by law or to permit me to obtain legal, pastoral or other professional advice.

4. I understand that if I have any questions about this agreement and my rights and responsibilities under it, I may speak with the Parish Safeguarding Policy Officer.

Name (please print): _____

Signed: _____   Date: _____