

## CPC TRIP LEADER CONFIDENTIALITY AND DATA SECURITY AGREEMENT

As a Trip Leader of a CPC sponsored trip, you will be privy to some confidential information about your team members. This information could include Personal Identifiable Information (PII), medical information or information about the member's spiritual life. We have a responsibility to our team members to protect their confidential information from disclosure. Unauthorized disclosure of certain types of information could have serious consequences, such as increased risk of identity theft for our team members or legal repercussions for CPC.

Types of confidential information that should be protected include:

- Contact information
- Passport information and date of birth
- Medical history and conditions
- Criminal history and history with drugs/alcohol
- Spiritual life information which is shared confidentially with trip leadership

Here are guidelines to be followed on how to handle team member's information prior to the trip:

- Do not download team rosters or other confidential information to unencrypted devices. If you are not sure if your device is protected by encryption, do not store confidential information on it. *If you do download information to fill out other required tasks for insurance, flights, or background checks, delete them from your computer immediately upon uploading them to your secure mission management account.*
- Do not email confidential information, especially passport information or medical information, as emails can be intercepted. Have members securely upload the required insurance, flight, and other required information in your mission management system (they will appear as requirements with deadlines).
- Only share team contact information (phone numbers and/or email addresses) with team members AFTER receiving consent from all team members to do so. Until then, use blind carbon copy (BCC:) to send emails to all team members.
- Encourage team members to share their own personal testimonies, but do not share another person's testimony or spiritual walk details without his or her express permission.

Here are guidelines to be followed on how to handle team member's information prior to the trip:

- Download the Team Packet needed while traveling and password protect the information. Make sure your back-up leader also can access the information in the event you are not able to do so.
- Medical information may only be disclosed to healthcare professionals who require such information for medical treatment or other legitimate reasons related to team member care.

When in doubt, ask the Missions Director if information is confidential and how to best protect it.

As a CPC Short Term Trip Leader, I \_\_\_\_\_, agree to adhere to the guidelines and stipulations above as they pertain to the handling and security of team members Personal Identifiable Information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_