

## **Rights to Privacy Policy for Employees Of the Free Methodist World Ministries Center**

Our clients and vendors entrust the Free Methodist Church of North America with important information relating to their businesses. In safeguarding the information received, the Free Methodist Church of North America earns the respect and further trust of our clients and vendors. Your employment assumes an obligation to maintain confidentiality, even after you leave the company. If you are questioned by someone outside the company or your department, please refer the request to your supervisor or to a member of the Operating Committee. No one is permitted to remove or make copies of any company records, reports or documents that are not in published materials, unless it is part of a job function, without prior management approval.

The Human Resources department will respond in writing when we receive a written request for reference checks or employment verifications. Only employment dates, salary information, and the position held will be confirmed. The Free Methodist Church of North America will not release any additional employment data without an employee or former employee's written authorization and signed release on an authorization to release form. Supervisors will be given the option to respond if a release is filed.

Personnel records may be assessed by supervisors and other employees only in the course of employment. Access to medical and/or immigration records will be provided to supervisors and other employees only on a need to know basis in accordance with applicable laws. All employees with access to personnel files will be required to sign a confidentiality agreement prior to access.

No non-employee may have access to personnel, medical, and immigration records without the permission of the Director of Human Resources. Normally, a subpoena will be required in order for a non-employee to gain access to such information.

Employees are to have reasonable access to their own personnel records by submitting a written request to Human Resources. If the employee believes the records are not accurate, a statement of reasonable length may be placed in the personnel file describing the facts as the employee sees them. Employees may make copies of any document in their personnel file.

Approved by the WMC Operating Committee - March 25, 2009