

Notice to the Board: Importance of Confidentiality

Date: October 10, 2024
To: Board of General Ministries Directors
From: Bridget Lipin, Director of Communications
Subject: Emphasizing the Importance of Confidentiality

Dear Directors of the Board of General Ministries,

I hope this message finds you well.

As we continue to work together in shaping the strategic direction and governance of the Board of General Ministries, it is crucial to remind ourselves of the vital importance of maintaining confidentiality in all board-related matters.

Confidentiality is the cornerstone of trust and integrity within our board. It ensures that sensitive information, whether it pertains to financial details, strategic decisions, personal data, or any other confidential matters, remains protected and is only shared on a need-to-know basis. We provide a summary document following Board of General Ministries meetings, which is available for you to share with your regions. You recently received the June 2024 summary.

Key Points to Remember:

1. **Protect Sensitive Information:** All discussions, documents, and communications related to board matters must be treated with the utmost discretion. This includes protecting information from unauthorized access and dissemination.
2. **Respect Privacy:** Personal and sensitive information about individuals, including employees, stakeholders, and board members, must be handled with respect and kept confidential.
3. **Follow Protocols:** Adhere to established protocols for handling and sharing confidential information. Ensure that any communication or documentation is shared securely and appropriately.
4. **Report Breaches:** If you become aware of any breaches or potential breaches of confidentiality, it is imperative to report them immediately to the ABCUSA President, Vice President, Budget Review Office, or General Secretary.

By upholding these principles, we not only comply with legal and ethical standards but also foster a culture of trust and professionalism. Our collective commitment to confidentiality is essential for the effective and secure functioning of our board and the organization as a whole.

Thank you for your attention to this important matter. If you have any questions or need further clarification on our confidentiality policies, please do not hesitate to reach out.

Best regards,
Bridget Lipin
Director of Communications
American Baptist Churches USA