


Reflection: Conduct, Confidentiality, and Ownership

Conduct

As a Church history adviser, you are expected to:

- Avoid saying or doing anything that would harm the reputation of the Church.
- Be honest, ethical, and responsible in your dealings.
- Maintain your temple worthiness.
- Not use Church materials, contacts, or equipment for personal gain.




 There are many ways you might be tempted to break the promises in the volunteer agreement regarding conduct. How will you avoid these temptations?

Confidentiality

As a Church history adviser, you must not disclose sacred, private, or confidential information to any third parties or to any employees of the Church who do not have a need to know.


- **Sacred:** Sacred information is specific information about temple rites and ceremonies or other sacred matters that have not been officially approved for release.
- **Private:** Private information is information that, if released, would violate applicable privacy laws (for example, personal contact information, government identification numbers, or personal financial or health information).
- **Confidential:** Confidential information is information about the conduct of Church business that takes place in nonpublic settings. Confidential records are primarily found in official Church records and in privately created papers of General Authorities, Area Seventies, Church employees, local ecclesiastical leaders, clerks, and others holding positions of trust. These records include, but are not limited to, financial records (including records of tithing and other donations, budgets, and expenditures), records pertaining to planning and policies, records about Church activity in countries where the Church is not legally recognized, and records of confessions and Church disciplinary proceedings.

If you are ever unsure of how to handle sacred, private, or confidential information, talk with your contact at the Church history department.

-  Have you learned sacred, private, or confidential information in your capacity as a Church history adviser? How will you avoid disclosing this information?

Ownership of Materials

The Church is the sole owner of any materials you create or produce in your calling as a Church history adviser and any materials you collect. Donated materials are the property of the Church. If the Church decides to not accept a donated item, it must be returned to the owner.

-  What materials will you create or collect that will be considered the property of the Church?