

F13: CONFIDENTIALITY & FILE MANAGEMENT

- 1. VOCATIONS FILE:** I understand that my official Vocations File will (except as noted in #4 below) be maintained electronically by the Vocations Office of the Diocese of California. Some documents may also be kept as hard copy back ups, but those will not be the official documents.
- 2. PERSONAL COPIES OF FILE DOCUMENTS:** I understand that it is up to me keep copies of all documents which I submit to the electronic file. Note: It may not be possible for the Vocation's Office of the Diocese to retrieve these documents at a future date after ordination or after you have left the process.
- 3. DOCUMENT REVIEW & REQUEST:** I understand that I may review any documents that have been submitted to my Vocations File by other parties and may request copies of such documents. Copies of such document will be provided to me in a timely manner by the Vocations Office as long as they are not deemed confidential by the Office of the Bishop.
- 4. CORE CONFIDENTIAL FILE:** I understand that my psychological evaluation(s); background check(s); behavioral screening questionnaire(s) and medical exam(s) will be maintained in a confidential file accessible only to the Office of the Bishop.
- 5. OTHER CONFIDENTIAL DOCUMENTS:** I understand that there may be other documents (letters, reports, etc.) submitted directly to the Bishop as confidential documents that will be maintained in the confidential file. Copies of these documents can be released to me only at the sole discretion of the Office of the Bishop.
- 6. LONG TERM STORAGE:** I understand that, at the time of my ordination or the time I leave the ordination process in the Diocese of California, my file will be placed in electronic storage with the Diocese except that my behavioral screening questionnaire, background check and medical exam will be transferred to the Transitions Office. My psychological evaluation(s) and other confidential documents will be maintained by the Office of the Bishop.
- 7. ACCESS TO VOCATIONS FILE:** I understand that the contents of my Vocations File, *but not my confidential file*, may be reviewed and read by the Vocations Officer, members of the Commission on Ministry, members of the Standing Committee and other persons designated by the Office of the Bishop.
- 8. ELECTRONIC TRANSMISSION:** I understand that copies of documents that are shared to the parties identified in #7 above will be transmitted electronically through a protected system and will be destroyed after reading.

I understand and accept that my Vocations File and my Confidential File will both be treated with respect and confidentiality by the Diocese of California as described in #1 through #8 above.

 I request the special considerations for my Vocations and Confidential file noted on the back of this form.

Name (print) _____ Signature _____

Date _____