

The Urantia Book Fellowship
Confidentiality Guidelines for General Council Service
Approved by General Council July 9, 2006

In your service with the Fellowship General Council you may participate in discussions which require you to keep what you hear fully confidential. That means you may not discuss or share what you have heard with anyone except other members of the General Council.

Your obligation to respect confidentiality is a trust of high order; it should never be taken lightly. Violation of confidentiality obligations is a breach of ethics and a betrayal of trust. It is important to understand that even a single failure to adhere to confidentiality obligations can result in significant damage to individuals, personal relationships, and group function. Once confidentiality is breached it may be virtually impossible to reverse the damage caused.

The following matters are always confidential to the General Council. They may not be shared with anyone except members of the General Council.

Discussion of candidates during an election.
Legal matters or matters with potential legal implications
Any matter discussed in closed session.
Any matter identified by the chair as confidential.

These guidelines apply to email and other written communications that are part of confidential proceedings or are otherwise marked confidential.

This list is not exhaustive. From time to time matters may arise which are not specifically listed here, but which good judgment would suggest should be held in confidence. If there is any question about whether a matter should be kept confidential, it is usually best to keep it confidential and seek guidance from the president, chairperson or other officer.

It is most important to understand that your confidentiality obligations are permanent; they remain in effect even after completion of service on the General Council.

Violation of confidentiality obligations may lead to administrative action or removal proceedings as provided for in the Fellowship Constitution.

I understand these confidentiality guidelines and I pledge to abide by them.