

Volunteer Personnel File Guide

The Parish Volunteer Coordinator is responsible for the maintenance and secure storage of the records of personal information about a volunteer. The documentation acquired is retained in a personnel file and stored in a locked and fire resistant file cabinet. Only the Pastor and his delegate have access to these files. All volunteers upon request have the right to review the information on their volunteer personnel file.

A volunteer personnel file would normally include the following:

- name, home address, and home telephone number, emergency contact number(s)
- original application information and documentation
- Called to Protect training and any other relevant training records
- proof of Police Information Check and if applicable proof of Intervention Records Check
- any copies of ministry performance evaluations

Volunteers may review their file as follows:

- documents may not be removed or copied unless approval is given
- files are to be examined in a confidential manner in the presence of the Parish Volunteer Coordinator

All personnel files will be treated in a manner that maintains confidentiality of the information in the records.