

## Safe Environment Coordinator VIRTUS® Online Administrator

The protection of the children entrusted into our care is of the highest priority in our Church today. As the safe environment coordinator at this location, I acknowledge that it is my ministry to do my best to fulfill this obligation and to ensure that all adults in regular contact with minors at this location are in safe environment compliance. To be in safe environment compliance, an individual must comply with the Diocese of Camden policy on criminal history background checks and safe environment training.

I will have access to personal and confidential information. I acknowledge that I will keep this information confidential. This personal and confidential information will be kept on the grounds of this location in a locked cabinet. This information may be accessed and reviewed as needed only by myself, the Pastor/Administrator, Principal, or other institutional head as the case may be. This information may also be accessed and reviewed by the diocesan Office of Child & Youth Protection, the diocesan attorneys and the diocesan Catholic Schools Office.

Access to personal and confidential information stored on a computer must also be similarly limited and protected from disclosure to unauthorized individuals.

The diocesan Office of Child & Youth Protection and the diocesan attorneys will be consulted before information may be disclosed to anyone other than those individuals identified above.

I will cooperate with the diocesan Office of Child & Youth Protection by completing the annual safe environment audit. As the VIRTUS® online administrator, I will maintain the online account for this location.

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Printed name

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Signature

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Date

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This location

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Phone

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Email