

SAI's NDA Disclosure and Publishing Process

Receiving Submissions

A whistleblower can share a church NDA with us through the submission page on our website. After reviewing the disclaimers and instructions, they will click an acknowledgement to find our proton mail address and step-by-step instructions to safely and securely submit their document to us.

Reviewing Submissions

Once we receive a submission, we will review the document and its contents for consistency with other church NDAs we have studied, markers of a silencing NDA, and to ensure redactions of personally identifying information.

If the document seems to be consistent with other NDAs and to be likely to be genuine, we will move forward. If not, we will contact the sending address to inform them we won't be using the document and why. Then, we will delete the document from the proton mail servers and drive.

If the document includes a marker or markers of a silencing NDA, then we will move forward. If not, we will contact the sender and delete the document from the proton mail servers and drive.

If the document looks to be free from personally identifying information, then we will proceed. If not, we will contact the sender and delete the document from the proton mail servers and drive. While we cannot guarantee that we will not miss something or make a mistake, we will review the document and make a good-faith attempt to double-check it for this information to protect whistleblowers or others from being identified and retaliated against.

So, every submission should pass a three-pronged test to move forward in the publishing process:

- ✓ **Test #1:** Is it consistent with other NDAs we have reviewed?
- ✓ **Test #2:** Does it contain markers common to silencing NDAs?

✓ **Test #3:** Does it look to be free from personally identifying information?

If a submission passes these three tests, the document will move forward in the process. If it fails any of the three tests, we will contact the sender and delete the document.

Church Contact

When a document passes the three tests above, we will contact the church it is reported to be from. This contact will inform them we have received a document fitting the definition of a silencing NDA and it has been reported to us as having been used by the church. We will give them an opportunity to speak with us and provide comment and clarity regarding this. We will also include information regarding how to be removed from the database at any time.

We will give each church two weeks to respond and provide comment. After that two week period or once we have received comment from them (whichever comes first.) After that we will continue with the process.

Final Review Process

If the church denies that the NDA is theirs or claims it is an illegitimate document, we will have a legal review conducted to get a second opinion as to whether the document is consistent with other NDAs.

If it fails the review, we will contact the sender and delete the document from the proton mail servers and drive. If it still appears consistent with other NDAs and is likely to be legitimate, we will proceed with the process.

However, we will include the church's unaltered and unedited comments with the publication, including their denial of the document.

Neutral and Fair Article Publication

The next step in the process is to publish a neutral article that fairly represents the situation. It will include things such as:

- The fact that a document was submitted to us that fits the definition of a silencing NDA.
- The fact that it was reported to us by an anonymous source that the document was used by the church in question.

- All of the church's comments sent to us regarding the document included no comment.
- Practical questions the use of such a document could raise, why we are reporting it, and a link to the database where it will be published. We will also include the process for a church requesting removal from the database.

The article will be published on the SAI and Church Disrupted websites before being added to the NDA Disclosure Database. A link to the article will also be sent to the church.

In the event a correction needs to be made or they wish to add information, they can contact us with the relevant information, and we will update the article with both the correction and a dated note of the correction.

Publication to NDA Disclosure Database

Once the article is complete and published, the church will be added to the NDA Disclosure Database and will include a link to both the church's comments and the article.

Removal and Correction Requests

Our removal process is simple. If at any point a church wants to be removed from the database, all they need to do is publish a public commitment that their church will not use silencing NDAs. This could be a page on their website, a social media post, a YouTube video, or any other public medium, even an online sermon.

Once the commitment is published in a way that is publicly accessible and they share it with us, we will remove the church from the database and add it to a separate list of churches that have publicly committed to not use silencing NDAs.

We will link to that public commitment and publish an article stating that another church has joined the commitment and has taken this step of public transparency.

In the event the public commitment is deleted, removed, or no longer publicly available, we will reach out to the church and request correction. If, after a month, the issue is not remedied, we will remove the church from that list, update the article, and place them back on the NDA Disclosure Database to ensure complete transparency to the public.