

# Volunteer Confidentiality and Non-Disclosure Agreement

This Volunteer Confidentiality and Non-Disclosure Agreement (the "Agreement") is entered into and made effective as of

, by and between:

**Organization:**

**Volunteer:**

## 1. Purpose

The Volunteer desires to associate with the Organization as a volunteer. In connection with this volunteer relationship, the Volunteer may have access to proprietary, confidential, or personal information belonging to the Organization, its clients, donors, employees, or other volunteers. This Agreement is intended to protect all such confidential information.

## 2. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" includes, but is not limited to, any and all information disclosed to or known by the Volunteer as a consequence of their volunteer service, which is not generally known to the public. This includes, but is not limited to:

- Personal information of clients, donors, volunteers, and staff (including names, addresses, phone numbers, and email addresses).
- Financial records, donation histories, budgets, and fundraising strategies.
- Non-public operational procedures, business plans, software, and technical data.
- Any information marked or designated as "Confidential."

## 3. Obligations of Volunteer

The Volunteer agrees to the following terms during and after their service with the Organization:

- To hold all Confidential Information in the strictest confidence.
- To use Confidential Information solely for the purpose of performing volunteer duties for the Organization.
- Not to disclose, publish, or share any Confidential Information with any third party without prior written consent from an authorized representative of the Organization.
- To safeguard all documents, files, and electronic data containing Confidential Information and to prevent unauthorized access.
- To return or destroy all physical or electronic copies of Confidential Information upon completion of volunteer service or at the request of the Organization.

## 4. Term and Termination

The obligations of confidentiality under this Agreement shall survive the termination of the Volunteer's service with the Organization indefinitely, or until such time as the Confidential Information enters the public domain through no fault of the Volunteer.

## 5. Breach of Agreement

The Volunteer understands that any breach of this Agreement may result in immediate termination of their volunteer service, potential legal action by the Organization, or referral to law enforcement if applicable.

## 6. Acknowledgment and Signatures

By signing below, the Volunteer acknowledges that they have read, understood, and agreed to be bound by the terms of this Agreement.

**Volunteer:**

Printed Name:

Signature:

Date:

**Organization Representative:**

Printed Name:

Title:

Signature:

Date: