

Volunteer Confidentiality and Non-Disclosure Agreement

This Volunteer Confidentiality and Non-Disclosure Agreement (the "Agreement") is entered into by and between the Organization and the Volunteer listed below.

1. Parties and Effective Date

Volunteer Name:

Organization Name:

Effective Date:

2. Confidential Information

During the course of my volunteer service with the Organization, I may have access to, receive, or become acquainted with various confidential, proprietary, and sensitive information. "Confidential Information" includes, but is not limited to, the following:

- Personal information regarding donors, clients, employees, and other volunteers (including names, addresses, phone numbers, and financial data).
- Financial records, budgets, and fundraising strategies of the Organization.
- Technical data, software programs, and database records.
- Strategic plans, operational methods, and internal communications.

3. Obligations of the Volunteer

As a volunteer, I agree to the following terms:

- I will hold all Confidential Information in the strictest confidence and will not disclose, publish, or share it with any third party without the prior written consent of the Organization.
- I will use Confidential Information solely for the purpose of performing my volunteer duties for the Organization.
- I will not copy, reproduce, or remove any confidential records, files, or documents from the Organization's premises or designated digital systems unless expressly authorized to do so.
- Upon the termination of my volunteer service, or at any time upon request, I will immediately return or securely destroy all materials containing Confidential Information in my possession.

4. Term and Duration

The obligations of confidentiality and non-disclosure set forth in this Agreement shall survive the termination or expiration of my volunteer service with the Organization indefinitely, or until such time as the Confidential Information becomes public knowledge through no fault of my own.

5. Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understood this Agreement and agree to be bound by its terms. I understand that any violation of this Agreement may result in the termination of my volunteer service and potential legal action.

Signatures

Volunteer Signature: _____

Volunteer Printed Name:

Date:

Organization Representative Signature: _____

Representative Printed Name & Title:

Date:

