**Confidentiality agreement**

[INSERT ORGANIZATION LOGO HERE]

**Purpose:**

The purpose of this Confidentiality Agreement is to protect the identity and privacy of [ORGANIZATION]’s staff, board members, volunteers and members. Staff, board members and volunteers encounter personal and sensitive information about members and other colleagues. Therefore, it is very important to refrain from disclosing any information to third parties about our staff, board members, volunteers and members. This policy is not intended to prevent disclosure where disclosure is required by law.

**Confidential Information:**

Confidential information must never be discussed in the presence of third parties, except under the Terms outlined below. Any files and/or documents containing confidential information must never be shared or released to third parties, except under the Terms outlined below.

Confidential information includes, but is not limited to, the following:

1. Identifying information about an individual, including name, address or phone number; or
2. Any other information that would identify the individual or potentially place the individual at risk.

**Terms:** By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions:

1. All communications between staff, board members, volunteers and members are confidential;
2. The staff, board or volunteers shall not disclose confidential information to a third party unless required by law and without informing the member of the legal requirement to do so;
3. The staff, board or volunteers shall not disclose confidential information to a third party without [ORGANIZATION]’s knowledge and consent;
4. I understand I have a duty to keep member information confidential throughout my term as a staff member, board member or volunteer as well as after my employment, board membership or volunteer status ends; and
5. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a staff member, board member or volunteer at [ORGANIZATION].

|  |  |
| --- | --- |
| Employee Name  (Executive Director) |  |
| Signature |  |
| Date |  |