

Places for People Confidentiality Agreement

Donor and volunteer records and personal information are confidential.

I understand that I may become aware of donor or volunteer personal information in the course of performing my duties on the board or as an employee of Places for People and I am prohibited from divulging or communicating this information both during and after my term. I agree to respect the donor or volunteers right to confidentiality and privacy.

I agree to access donor or volunteer’s information only as permitted in the performance of my duties or as otherwise directed by the board. I agree to preserve the confidentiality of all personal information and to not divulge this information in any form, except where authorized by the donor or volunteer or required by law. Any breach, on or off duty, of this agreement will be taken seriously. Any violation can or may result in legal or disciplinary action including removal from the board or dismissal.

I name-----, acknowledge that I have read the confidentiality agreement and understand my responsibilities as they pertain to confidentiality of personal information and agree to the principles of this agreement.

Signature of director or employee

Signature of witness

Date