

CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT FOR PARISH AND SCHOOL VOLUNTEERS

The contributions of dedicated volunteers provide invaluable support to parishes and schools here in the Archdiocese of Washington. A healthy corps of volunteers is a sign of a vibrant parish/school.

It is an indication of the importance of volunteers to our parishes and schools that some of them may be asked to perform duties that provide them access to information that is sensitive or confidential in nature. Without diminishing the expression of trust that such an assignment reflects, archdiocesan parishes are obligated to ask those volunteers, as a matter of prudence, to sign this agreement regarding the maintenance of the confidentiality of that information.

In performing your duties as a volunteer, you may receive certain information (whether in oral, written, or electronic form, or otherwise) from and about the parish, school or the Archdiocese and/or its affiliates, members, employees, volunteers or agents, including but not limited to, confidential, proprietary business information, confidential personnel information, confidential personal information, private information regarding parishioners, private information regarding donors, confidential or proprietary information regarding: finances or transactions, reports, policies, procedures, processes, strategies, proposals, plans, internal deliberations, or any other confidential, proprietary or private information not readily available to the general public. This agreement refers to such information as "Confidential Information."

By signing below, you agree that you will only access Confidential Information when performing your duties as a volunteer at the parish or school, and will only use Confidential Information to perform those duties. You agree to safeguard the confidentiality of any Confidential Information accessed by, in the possession of, or known to you with at least as much care as you would safeguard the confidentiality of the your own confidential information, and in any event with no less than a reasonable standard of care.

All Confidential Information accessed by and provided to you shall be the property of the parish/school and may only be distributed or reproduced with prior written approval from the pastor. You agree not to reveal or disclose, directly or indirectly, any Confidential Information to any person other than those to whom disclosure is necessary in the performance of your duties. You may not directly or indirectly reveal, report, publish or disclose Confidential Information to any entity or individual outside the parish without express permission from the pastor. You acknowledge and agree that your obligations under this agreement shall continue in full and in perpetuity, beyond any time at which you cease to be a volunteer at the parish.

Agreed upon by and between the parish and volunteer, this _____ day of _____, 20____.

Parish/School

Volunteer

Name _____

Name _____

Title _____

Title _____

Signature _____

Signature _____