

# Confidentiality Agreement

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

## Subject: Confidentiality Agreement

Dear [Board Member's Name],

This Confidentiality Agreement ("Agreement") is made between [Organization's Name] ("Organization") and the undersigned board member ("Board Member") as of the date listed above.

The Board Member acknowledges that, during the course of their service on the Board of Directors, they will have access to confidential and proprietary information concerning the Organization. This information shall include, but is not limited to, financial data, strategic plans, and operational methodologies.

### 1. Confidential Information

For the purposes of this Agreement, "Confidential Information" refers to all information disclosed to the Board Member that is not generally known to the public, whether in written, oral, or other tangible form.

### 2. Obligations

The Board Member agrees to:

- Maintain the confidentiality of all Confidential Information.
- Not disclose any Confidential Information to any third parties without prior written consent from the Organization.
- Use the Confidential Information solely for the purpose of fulfilling their duties as a board member.

### 3. Term

This Agreement shall remain in effect during the Board Member's term and shall survive termination of service for a period of [Insert Time Period].

### 4. Governing Law

This Agreement shall be governed by the laws of [Insert State/Country].

Please confirm your acceptance of this Agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

**Acceptance of Confidentiality Agreement**

\_\_\_\_\_

Signature of Board Member

Date: \_\_\_\_\_