

# Confidentiality Framework Agreement

Date: [Insert Date]

To: [Board Member Name]

Position: [Board Member Position]

Organization: [Organization Name]

Dear [Board Member Name],

This letter serves as a formal agreement regarding your obligations surrounding confidentiality as a member of the Board of Directors for [Organization Name]. Our commitment to upholding the highest standards of confidentiality is paramount to maintaining the trust and integrity of our organization.

## Confidentiality Obligations

1. You agree to keep all confidential information received during your tenure confidential.
2. Confidential information includes but is not limited to, financial reports, strategic plans, and personal information of stakeholders.
3. Disclosure of confidential information to unauthorized parties is strictly prohibited.

## Duration of Confidentiality

Your obligation to maintain confidentiality extends beyond your tenure on the Board and shall remain in effect indefinitely.

## Legal Acknowledgment

Failure to comply with these obligations may result in legal repercussions and/or disciplinary actions as deemed appropriate by the Board.

Please acknowledge your understanding and agreement to the terms outlined above by signing below.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

# Agreement Signature

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[Board Member Name]

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