

Confidentiality Agreement for Board Members

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Address]

Dear [Board Member's Name],

As a member of the Board of Directors for [Agency Name], you may have access to confidential information regarding the agency's operations, clients, and strategic planning. In order to protect the sensitive nature of this information, we require you to agree to the following confidentiality terms:

1. You shall not disclose any confidential information to any third party without the prior written consent of [Agency Name].
2. Confidential information includes, but is not limited to, client records, financial information, and internal communications.
3. This agreement shall remain in effect for as long as you are a Board Member and for five years thereafter.
4. Violation of this agreement may result in legal action or removal from the Board.

Please sign below to acknowledge your understanding and acceptance of these terms.

_____ **Signature**

_____ **Date**

Thank you for your commitment to maintaining the integrity of our agency's confidential information.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Phone Number]