

# Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is made as of [Date], by and between [Organization Name], located at [Organization Address] ("Organization"), and [Volunteer Name], residing at [Volunteer Address] ("Volunteer").

## 1. Purpose

The purpose of this Agreement is to ensure that the Volunteer maintains the confidentiality of all sensitive information encountered during their service.

## 2. Definition of Confidential Information

For the purposes of this Agreement, "Confidential Information" shall include any and all information pertaining to the Organization's clients, programs, and operations that is not publicly available.

## 3. Obligations of the Volunteer

The Volunteer agrees to:

- **a.** Not disclose any Confidential Information to any third party.
- **b.** Use the Confidential Information solely for the purpose of fulfilling their volunteer responsibilities.
- **c.** Take all necessary steps to protect the confidentiality of the information.

## 4. Term

This Agreement shall commence on the date first written above and shall continue in effect until the volunteer's service ends.

## 5. Governing Law

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

By signing below, the Volunteer acknowledges that they have read, understood, and agree to the terms of this Confidentiality Agreement.

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[Volunteer Name]

[Date]

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[Authorized Representative Name]

[Title]

[Organization Name]

[Date]