



CONFIDENTIALITY AGREEMENT

In the course of volunteer duties, Volunteers may have access to Opportunity Junction information that is considered strictly confidential such as donor records, volunteer records and other information related to the business of running Opportunity Junction.

In the course of volunteering for Opportunity Junction, I, _____
agree to the following terms:

1. Information is to be considered confidential and proprietary to Opportunity Junction.
2. Volunteer shall not use the confidential information other than for the purposes of his/her volunteer assignment with Opportunity Junction and shall disclose it only to the employees of Opportunity Junction who have a specific need to know.
3. Volunteer will not disclose, publish or otherwise reveal any of the confidential information received from Opportunity Junction to any other party whatsoever except with the specific prior written authorization of Opportunity Junction.
4. Volunteer shall not duplicate confidential information, with the exception of requests from a Opportunity Junction staff person.
5. Volunteer shall return all confidential information received in written or tangible form, including copies, or reproductions or other media containing such confidential information.
6. Volunteer shall exercise the greatest caution and concern in protecting and keeping confidential all information considered confidential by Opportunity Junction, our employees, donors, volunteers and customers.

I have read and agree to abide by this confidentiality agreement.

Volunteer Signature

Date