



Confidentiality Agreement

(Community Nonprofit Organization)

This Confidentiality Agreement (“Agreement”) is entered into between:

Organization Name: _____

and

Individual Name: _____

Effective Date: _____

1. Purpose

The purpose of this Agreement is to protect the confidential and sensitive information of the Organization, its members, volunteers, donors, partners, and the communities it serves.

2. Definition of Confidential Information

“Confidential Information” includes, but is not limited to:

- Personal information of members, volunteers, donors, and participants
- Financial records, funding information, and budgets
- Internal reports, meeting discussions, and Board matters
- Program details, strategies, and internal communications
- Any information marked or reasonably understood to be confidential

Confidential Information may be shared in **oral, written, electronic, or any other form.**

3. Obligations of the Individual

The Individual agrees to:

- Keep all Confidential Information **strictly confidential**
- Use Confidential Information **only for authorized organizational purposes**
- Not disclose, share, copy, publish, or distribute Confidential Information without proper authorization
- Take reasonable steps to **protect the security of Confidential Information**

4. Exceptions

This Agreement does **not** apply to information that:



- Is publicly available through no fault of the Individual
- Was lawfully in the Individual's possession before involvement with the Organization
- Is required to be disclosed by law or court order (with notice to the Organization when legally permitted)

5. Return of Information

Upon request or upon ending involvement with the Organization, the Individual agrees to **return or destroy all confidential documents and materials**, whether in paper or digital form.

6. Term of Confidentiality

This Agreement remains in effect **during and after** the Individual's involvement with the Organization, and continues for as long as the information remains confidential.

7. Breach

A breach of this Agreement may result in **disciplinary action**, including removal from position, termination of volunteer involvement, or other legal remedies as permitted by law.

8. Governing Law

This Agreement shall be governed by the laws of the **Province/Territory of** _____, **Canada**.

9. Acknowledgment and Acceptance

By signing below, the Individual acknowledges that they have read, understood, and agree to comply with this Confidentiality Agreement.

Individual Signature: _____

Printed Name: _____

Date: _____

Authorized Organization Representative: _____

Title: _____

Signature: _____

Date: _____