

Confidentiality Agreement

In connection with your volunteered services with Habitat for Humanity Benton County, (Entity), you will have access to, or receive information concerning the Entity and/or its homeowners, applicants, volunteers and employees. Such information and individual names, by its very nature, is deemed confidential.

You agree to treat any information concerning Entity, its homeowners, employees and volunteers, whether furnished to you before or after the date of this agreement, together with any and all documents which contain confidential information in accordance with this agreement. You agree that all information, names, and documents shall be considered confidential and proprietary to the entity and you will protect and preserve the confidential and proprietary information.

This means that you cannot share, disclose or post on social media any information of the entity or parties it represents, or copy documents, provided such information was not made available to you on a non-confidential basis and is generally available to the public. Private information, including trade secrets, may be made to you from time to time solely for the purpose of performing the services for the Entity and not for any other purpose. The information cannot be shared to a third party for any reason without written consent of the entity.

All inquiries and other communications are to be made directly to Katie Holroyd, Community Engagement Coordinator, or Cindy Acree, Executive Director of the Entity. This agreement binds all parties with respect to this subject. Your obligations under this agreement remain in effect at all times following the date thereof, except as otherwise stated herein.

Please confirm that the foregoing is in conformance with your understanding, and that you agree to be bound by the terms of this agreement, by signing and returning to us a copy of this signed agreement.

Very Truly Yours,

Cindy Acree, Executive Director

Accepted and agreed to as of this date:

By: _____

Printed Name _____

Date: _____