



EMPLOYMENT/VOLUNTEER CONFIDENTIALITY AGREEMENT

I, _____, agree with the following statements:

I have read and understood Sinkunia Community Development Organization's Privacy Policy.

I understand that I may come in contact with confidential information during my time at **Sinkunia Community Development Organization**. As part of the condition of my work/volunteer with Sinkunia Community Development Organization, I hereby undertake to keep in strict confidence any information regarding any client, employee or business of Sinkunia Community Development Organization or any other organization that comes to my attention while at Sinkunia Community Development Organization. I will do this in accordance with the **Sinkunia Community Development Organization's** privacy policy and applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of **Sinkunia Community Development Organization** unless authorized as part of my duties, or with the express permission or direction to do so from **Sinkunia Community Development Organization**.

(Volunteer/Staff Name)

(Signature of Volunteer/Staff)

(Signature of witness)

Dated this _____ day of _____, 2_____