



## Volunteer Confidentiality Agreement

As a volunteer of Growing Home, I understand that I have an obligation to protect personal information and other kinds of restricted information that I may learn during the course of my volunteer activities with Growing Home. Restricted information may include, but is not limited to:

- Participant information, including name, ages, residence, citizenship status, and/or medical history
- Pending projects and proposals
- Pre-patent or pre-copyright material
- Nonpublic financial information
- Employee information
- Organizational structure
- Methods, procedures, or manuals
- Strategic marketing plans
- Operating procedures
- Health and nonpublic safety information
- Research and development strategies

I agree to protect from unauthorized use and disclosures all restricted information to which I have access to, or may learn, in the course of my volunteer activities with Growing Home. I agree to use the restricted information only for the purposes for which it was collected and consistent with my volunteer responsibilities. If I become aware of restricted information that is unlawful shared or used in an unauthorized way, I will immediately notify the Chief Financial and Operating Officer.

Growing Home's records, including documents, computer files, and similar materials, may not be copied, photographed, or removed from Growing Home premises without prior management approval. Removal from the Growing Home premises means the actual physical removal of information as well as the transmittal of information via fax, telephone, e-mail, or any other form of electronic communication.

I understand the obligation to maintain the confidentiality of Growing Home's restricted information remains even after I am no longer volunteering with Growing Home.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_