



VOLUNTEER CONFIDENTIALITY ACKNOWLEDGMENT

This Agreement is made on _____, 20____, between COCA – Center of Creative Arts, the Organization, of 6880 Washington Avenue, Saint Louis, MO and Volunteer of COCA – Center of Creative Arts.

For valuable consideration, the Organization and the Volunteer agree as follows:

1. The Volunteer agrees to keep all of the Organization's data/business information confidential at all times during and after the term of the volunteer's hours. The Organization's business information includes any data/information regarding the Organization's employees, students, customers, supplies, finances, research, development, cultivation processes, or any other technical or business information.
2. The Volunteer agrees not to make any unauthorized copies of any of the Organization's business data/ information without the Organization's consent, nor to remove any of the Organization's business data/information from the Organization's facilities.
3. The Volunteer agrees not to disclose any information about a person, including the fact that the person is or is not served by our organization, to anyone outside of this organization unless authorized by the Executive Director or other Authorized personnel.
4. The Volunteer agrees to store or dispose of confidential business data/information in ways that maintain confidentiality.
5. The Volunteer agrees to possess a professional attitude that upholds confidentiality toward the people we serve, colleagues, and any sensitive situations arising within the nonprofit.

I understand that violation of this confidentiality agreement may result in immediate removal from COCA's Volunteer List.

Signature of Volunteer

Printed Name of Volunteer

Date: _____, 20____