



CONFIDENTIALITY AGREEMENT

Presented: September 5, 2016

The collection of personal information of donors, including, but not limited to, name, mailing address, email address, phone number, children's ages and schools, employer, credit card information, and giving history, is a necessary part of the fundraising activities of Campolindo Parents' Club ("CPC"). Respecting the privacy of our donors is a basic value of CPC. All personal and financial information of donors is confidential and proprietary to CPC and shall not be disclosed to or discussed with anyone without permission or authorization from the CPC Board. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Access to donor information and files is restricted to authorized individuals engaged in fundraising or donor acknowledgement activities on behalf of CPC. Authorization to access this information may be given to those whose position as a board member requires it. It is the policy of CPC that such information must be kept confidential both during and after employment or volunteer service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person who made it to appropriate discipline, including removal or dismissal. At the end of a board member's term, an employee's employment, or a volunteer's service, he or she shall return all documents, papers and other materials that may contain confidential information.

Signature: _____

Name: _____

Date: _____