

Foundation Beyond Belief, Inc.

Confidentiality Agreement



Respecting the privacy of donors, beneficiaries (organizations and individuals), supporters, staff, volunteers, board members, community members, and other stakeholders of Foundation Beyond Belief is a basic value of the organization. Individuals affiliated with FBB may be exposed to information which is confidential, privileged, or proprietary in nature. Such information must be kept confidential both while an individual is working for FBB and after that person is no longer working with or employed by the organization.

Confidential or privileged information may include names or other private, identifying information, information about family members or friends, personal stories, financial information, or other sensitive information (“confidential information”). Confidential information may also be in the form of documents, emails, or video or audio recordings.

Authorized individuals are those persons who have been approved to receive, read, listen to, or watch confidential or privileged information. These individuals must sign this agreement prior to exposure to any confidential information. Authorized individuals must agree to and comply with the following responsibilities:

- Confidential information shall not be disclosed or discussed with anyone without permission or authorization from the President or Board Chair
- Sources of confidential information will be kept secured
- Confidential information shall not be discussed in the presence of unauthorized individuals
- Within 7 days of the date of the authorized individual’s last day with FBB, any materials containing confidential information shall be returned to FBB

Unauthorized disclosure of confidential information is a serious violation of this policy and any person(s) who have been determined to have made an unauthorized disclosure of such information may be subjected to sanctions or discipline, including termination and legal action.

Certification

I have read Foundation Beyond Belief’s policy on confidentiality presented above and agree to abide by the requirements of the policy. I understand that violation of this policy may lead to disciplinary or other action, including termination of my service with Foundation Beyond Belief or legal action.

Signature _____ **Name** _____ **Date** _____