



**COMMUNITIES IN SCHOOLS – BAY AREA
CONFIDENTIALITY AGREEMENT**

Communities In Schools – Bay Area (CIS - Bay Area) values the protection of confidential information. During the course of service for CIS - Bay Area an employee, intern or volunteer may learn confidential information affecting the lives of students and families. It is the policy of CIS - Bay Area that employees and volunteers will not disclose confidential or privileged information belonging to, or obtained through their affiliation with CIS - Bay Area to any person, including relatives, friends and business and professional associates, unless CIS - Bay Area has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees and volunteers are cautioned to demonstrate professionalism, good judgment and care to avoid unauthorized or inadvertent disclosures of confidential information and should, for example, refrain from leaving confidential information contained in documents or on computer screens in plain view. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

By signing below, you acknowledge that you have received a copy of the Confidentiality Agreement and agree to abide by its contents.

Printed Name

Signature

Date