



## Volunteer | Confidentiality Agreement

I, the undersigned, in consideration of my participation as a volunteer with HEAL Africa and HEAL Africa USA, hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with HEAL Africa and HEAL Africa USA. I shall not, at any time either during or subsequent to this participation with HEAL Africa and HEAL Africa USA, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by HEAL Africa and HEAL Africa USA. Proprietary information includes, but is not limited to, all information, data, reports, analyses, processes, know-how, designs, plans, marketing data, business plans and strategies, negotiations and contracts, research, and volunteer, donor or vendor lists, compilations, trade secrets, and confidential information, whether in written, oral or electronic form. Confidential information includes, but is not limited to, any personal information of any HEAL Africa and HEAL Africa USA employee, volunteer, agency partner, or donor, whether in written, oral or electronic form.

All employer records and information relating to HEAL Africa and HEAL Africa USA or its volunteers, agency partners, and donors are confidential and I will treat all matters accordingly. This includes any information protected under any applicable state or federal privacy law. No HEAL Africa and HEAL Africa USA -related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of HEAL Africa and HEAL Africa USA) may be removed from HEAL Africa and HEAL Africa USA premises without permission from HEAL Africa and HEAL Africa USA staff. Additionally, the contents of HEAL Africa's and HEAL Africa USA's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for an authorized business purpose and/or required by law. I will not disclose any confidential information, purposefully or inadvertently (through casual conversation), to any unauthorized person inside or outside HEAL Africa and HEAL Africa USA. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I will ask the HEAL Africa and HEAL Africa USA staff member supervising my actions as a project for clarification before disclosing the information.

Proprietary information and trade secrets are created at substantial cost and expense to HEAL Africa and HEAL Africa USA. Unauthorized use or disclosure of confidential or proprietary information would cause irreparable injury to HEAL Africa and HEAL Africa USA. I agree that monetary damages would not be a sufficient remedy for any breach of this agreement by me, and that, in addition to all other remedies, HEAL Africa and HEAL Africa USA shall be entitled to seek (a) specific performance and (b) injunctive or other equitable relief as a remedy for any such breach, and I further agree to waive any requirement for any bond in connection with such remedy.

When I cease my participation as a volunteer with HEAL Africa and HEAL Africa USA, I will return all HEAL Africa and HEAL Africa USA-related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Executive Director/Designee Signature

\_\_\_\_\_  
Volunteer Print Name

\_\_\_\_\_  
Executive Director/Designee Print Name