Confidentiality and Privacy Agreement

As a Committee Volunteer of MANA de San Diego, you may have access to sensitive and confidential information. You may have access to proprietary or other confidential business information belonging to the aforementioned committee and MANA de San Diego. Unauthorized disclosure/divulgence/dissemination of information includes, but is not limited to, verbal discussions outside of the aforementioned committee or MANA de San Diego, facsimile transmission, electronic mail, chat and text messages, voice mail communications, written documentation, and/or other transition or sharing of data/information. Committee members are permitted and authorized to discuss the information received by virtue of their participation in the aforementioned committee with other of the aforementioned committee, members of other committees if required or as directed by MANA de San Diego, and MANA de San Diego, as necessary to fulfill the purpose of their committee, specified programming, or task for which such confidential, sensitive, or proprietary information was provided

I, _____, acknowledge and understand that as a volunteer of the _____ Committee of MANA de San Diego, I may have access to sensitive and confidential information. This may include, but is not limited to:

- Contact information
- Financial information
- Program registration
- Personal statements/essays
- Student records, such as transcripts, financial aid information, higher education admission information, resumes, and letters of recommendation
- Documents
- Files
- Materials
- Writings of a sensitive and confidential nature

In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to the aforementioned committee and MANA de San Diego.

Therefore, I agree that I will:

- Maintain the security and integrity of all data, files, documents, information, and records that I encounter in pursuit of my volunteer relationship with MANA de San Diego.
- Not disclose or divulge to any other person, or allow any other person access to, any information related to the aforementioned committee or MANA de San Diego that is proprietary or that I received solely as a result of my participation in the aforementioned committee.
- Not use any sensitive, confidential, or proprietary information for any purpose other than to accomplish the task for which the information was provided.
- Take care to ensure that unauthorized individuals do not overhear any discussion of sensitive, confidential, or proprietary information and that documents are not left in the open or inadvertently shared.

- If asked to remove, reproduce, alter, destroy, or disseminate sensitive, confidential, or proprietary information, I will alert the chair(s) of the aforementioned committee and/or staff liaison immediately.

Unauthorized disclosure/divulgence/dissemination of information includes, but is not limited to, verbal discussions outside of the aforementioned committee or MANA de San Diego, facsimile transmission, electronic mail, chat and text messages, voice mail communications, written documentation, and/or other transition or sharing of data/information.

Committee members are permitted and authorized to discuss the information received by virtue of their participation in the aforementioned committee with other of the aforementioned committee, members of other committees if required or as directed by MANA de San Diego, and MANA de San Diego, as necessary to fulfill the purpose of their committee, specified programming, or task for which such confidential, sensitive, or proprietary information was provided.

Further, I understand that MANA de San Diego, staff, volunteers, program beneficiaries, and others may suffer irreparable harm by disclosure of sensitive, confidential, or proprietary information, which may result in legal action should unauthorized disclosure/dissemination/divulgence occur.

By my signature, I am affirming that I have read and understood this Confidentiality and Privacy Agreement and agree to comply with this policy. I also affirm and understand that violations of this policy may lead to the termination of my volunteer relationship with MANA de San Diego.

_____ _____

Volunteer Signature Date

_____

Volunteer Name (Print)