

Peninsula Education Foundation Volunteer Confidentiality Pledge

Name _____

Phone (H) _____

Phone (W) _____

Address _____

INTRODUCTION

Thank you very much for agreeing to volunteer for the Peninsula Education Foundation (“PEF”). Much of the information collected by PEF is of a private and/or financial nature. Since it is critical to PEF’s mission that donor confidentiality be respected and maintained, all volunteers are required to sign this Volunteer Confidentiality Pledge and abide by its terms. The executed Volunteer Confidentiality Pledge will be retained by PEF.

CONFIDENTIAL INFORMATION

Confidential information is that personal, financial or other information which is not available from public sources concerning donors, prospective donors, volunteers, employees or any of their families (“Confidential Information”). Confidential Information may be in any form (whether written, verbal, hard copy, electronic or any other medium). Confidential Information includes, but is not limited to:

- names, addresses, driver's license numbers, telephone numbers or social security numbers;
- information about donors and prospective donors gathered to aid in determining appropriateness of solicitation and level of a gift request;
- information about a family member of a donor, prospective donor, volunteer or employee;
- any information concerning a prospective donor that is to be used in soliciting a donation, including, but not limited to, estate or tax planning information;
- letters, pledge forms, installment forms, copies of checks, credit card information, bank account information, and other responses received from or pertaining to donors; and,
- amounts and forms of solicited or actual donations.

AGREEMENT

I acknowledge that I have read the foregoing in its entirety. I further acknowledge that in the course of my volunteer activities for PEF I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as "Confidential Information." Therefore, except as required by my volunteer activities or as required by law, I shall never, either during or after my association with PEF, directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain any information acquired in the course of my activities without prior written consent of PEF.

I understand that if I breach this confidentiality pledge, or misuse any Confidential Information, I may face civil or criminal penalties as a result of my conduct.

Signature _____

Date _____