



# Volunteer's Undertaking Re: Confidentiality

TO: \_\_\_\_\_ (the "Congregation")

The Undersigned acknowledges that I am serving the Congregation as a volunteer and that in the course of my volunteer activities I may be privy to confidential information, either about the Congregation's business and affairs, or about the Congregation's members, employees, service providers, and the like.

In particular I understand that information with respect to:

- personnel matters,
- donors and donations, or
- any financial matters

of the Congregation is confidential.

I understand that it is important that any information I come into possession of in the course of my activities on behalf of the Congregation should not be discussed with anyone who the Congregation has not directly or indirectly authorized be involved in those activities and to be privy to such information.

I understand the great damage and harm may result if I disclose, either deliberately or inadvertently, confidential information to a third party, whether that third party is a volunteer, employee, service provider and the like associated with the Congregation, or a member of the general public.

I further acknowledge and agree that any and all written confidential information which I might have access to while serving the Congregation must only be used by me as directed by the Congregation, and that no reproduction whatsoever shall be made of any such information without the Congregation's permission.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
*Witness of Volunteer's Signature*

\_\_\_\_\_  
*Signature of Volunteer*

\_\_\_\_\_  
*Witness Name Printed*

\_\_\_\_\_  
*Volunteer Name Printed*

\_\_\_\_\_  
*Volunteer Position*