



**PEEC**  
Pajarito Environmental  
Education Center

### **Board/Staff/Volunteer Confidentiality Agreement**

As staff member or volunteer of PEEC, I understand that I may have access to confidential information in a verbal, electronic or written form, relating to program participants, members, donors, volunteers, staff [and] or the organization. This information may include, but is not limited to, donation amounts, membership status, program registration, and credit card or social security numbers, as well as proposals submitted before a contractual award is made, and documents in draft form.

Other examples of how to uphold this policy:

- You are likely to see people you know in our database. Do not discuss with them what information PEEC does/doesn't have about them, or even mention to them that they are in PEEC's data.
- Do not share PEEC's constituent information with other organizations or use it to contact people for any reason outside your work for PEEC.
- Do not forward e-mails of an internal nature.

I agree that I will hold all such information in confidence and discuss this information only so far as necessary to perform the duties of my staff or volunteer position at this organization, except where such disclosure is consistent with stated policy and relevant legislation.

I also agree not to discuss confidential information after I have left my position at this organization. I further understand that breach of this agreement shall constitute grounds for and may result in termination of my status with this organization.