



## UU Church of Nashua

# VOLUNTEER CONFIDENTIALITY AGREEMENT

This Volunteer Confidentiality Agreement (the "Agreement"), dated as of \_\_\_\_\_(Date), is between the Unitarian-Universalist Church of Nashua (UUCN), a NH nonprofit corporation and \_\_\_\_\_ (Individual), an individual serving in the capacity of Volunteer.

The intent of this Agreement is to recognize the importance of maintaining and respecting the confidential information of congregants and of UUCN and to protect the dignity and integrity of relationships within UUCN. This Agreement is set forth in the spirit of UUCN's Evolving Covenant Right Relationships.

**Term** - This Agreement applies to discussions between the Individual and UUCN related to the duties of Volunteer beginning on the date set forth below and for as long as Individual is associated with UUCN.

**Acknowledgment** - Individual understands and acknowledges that in their Position they will receive confidential information pertaining to the activities, operations and the business of UUCN and/or financial and personal information of UUCN's members ("Confidential Information"). Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to UUCN's member and/or UUCN.

**Confidential Data** - The data that constitutes confidential data includes but is not limited to members personal and financial information contained in UUCN's database, personal and pastoral information shared in meetings or that may be overheard between staff.

**Confidentiality** - Individual agrees to:

- Not disclose or discuss Confidential Information with others not authorized to receive such;
- Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written;
- Use the Confidential Information only in connection with the Church Business during the Exchange Period.
- Individual may disclose Confidential Information to Minister, Church Staff, Board of Trustee member, or member(s) that have been identified as having a real need to know or as otherwise directed by UUCN Staff.
- Not share financial or pastoral information and Minister's Discretionary Fund records.



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**Exclusions from Confidential Information:** Volunteer's obligations under this Agreement do not extend to information that is:

- Publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Volunteer;
- Discovered or created by the Volunteer before shared in relationship to their volunteer role;
- Learned by the Volunteer through legitimate means other than through their volunteer role; or
- Is disclosed by Volunteer with prior written approval.

**Remedy** - Upon Individual's violation of this Agreement, UUCN's Minister, Church Administrator, Director of Faith Formation or Membership Coordinator may in its sole discretion remove Individual immediately from said Position and prevent such Individual from serving on any other position at UUCN that involves receipt of Confidential Information.

In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date first set forth above.

### INDIVIDUAL

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### UUCN Staff Representative:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_