

Volunteer Confidentiality Agreement Friends of School of the Arts Foundation



The Friends of School of the Arts foundation respects the privacy of its donors, families and SOTA students. Please read and sign this Confidentiality Agreement prior to beginning your volunteer service.

Volunteer Confidentiality Agreement

I, the undersigned, in consideration of my participation as a volunteer with Friends of School of the Arts Foundation (FoSOTA) in support of the San Francisco School of the Arts (SOTA), hereby agree to the following Confidentiality Agreement.

I understand that I may be given access to confidential and/or proprietary information to the extent necessary in order to perform my duties as a volunteer with FoSOTA and that FoSOTA and SOTA have a legal obligation to ensure the privacy and confidentiality of that information. Therefore, I agree that I shall not, at any time either during or subsequent to this participation with FoSOTA, make unauthorized disclosures or unauthorized use of any information that is considered to be proprietary or confidential by FoSOTA. Confidential information includes, but is not limited to, any personal information of any FoSOTA donor, employee, volunteer, or agency partner, whether in written, oral or electronic form. Such confidential information includes, but is not limited to personal information such as addresses, telephone numbers, email addresses, school system relationships, family relationships, school performance, donation information, donation history, contribution amounts, surveys, and financial information (including but not limited to employer information, checking account information, and credit card information).

All such confidential information and all records and information relating to FoSOTA or its donors, volunteers, and agency partners are confidential and I agree to keep all such information strictly confidential and not to share it with anyone, purposely or inadvertently, except to the extent necessary to perform duties on behalf of FoSOTA or to the extent required by law. No FoSOTA-related information, including without limitation, documents, notes, files, records, oral information, computer files, or similar materials may be removed from FoSOTA premises without permission from FoSOTA staff. If I am unsure about the confidential nature of specific information, or whether specific information may be protected under state or federal law, I agree to ask the FoSOTA staff member supervising my actions for clarification.

When I cease my participation as a volunteer with FoSOTA, I will return all FoSOTA-related information and property that I have in my possession, including without limitation documents, files, records, manuals, information stored on a personal computer, personal data assistant or computer disk, supplies, and equipment or office supplies. My obligations under this Confidentiality Agreement, however, will continue indefinitely.

Signature _____ Date _____

Print Name _____

Department: _____