VOLUNTEER CONFIDENTIALITY AGREEMENT

Federal and State laws require that Washington College take steps to safeguard the security and confidentiality of personally identifiable, non-public information related to our student, employee, alumni, friends, volunteer, parents, and third parties such as vendors and contractors. Staff and volunteers may be provided with access to such information as needed to perform their designated activities for or on behalf of the College. All staff and volunteers are expected to comply with the College's policies regarding proprietary and confidential information. Staff and volunteers may not use such information for their own purposes or disclose it to others within or outside the college without express authorization. This pertains to communication and records in any form (oral, written, or electronic). Violation of Washington College security policies could result in termination of employment or volunteer status and/or legal action.

I have read, understand and will abide by the above policy.

____________________________________________________
Name (please print)

____________________________________________________    _______________
Signature                          Date

REV 09/2013