

CONFIDENTIALITY AGREEMENT – INTERNS & VOLUNTEERS

This agreement is made between _____ (INTERN/VOLUNTEER) and World Relief,
on _____ (Date).

VOLUNTEER has graciously offered to provide services free of charge by serving in World Relief's ministries or operations, which may require World Relief to disclose confidential and proprietary information ("Confidential Information") to VOLUNTEER.

Confidential Information is any information of any kind that is treated as private, and not public, information by World Relief or the clients/beneficiaries served and family members of the clients/beneficiaries. This includes, but is not limited to:

- Medical, financial, mental health, or other personal or personally identifiable information of World Relief's clients or family members; and
- Information regarding the business, financial, marketing, fundraising or other operations of World Relief considered business secrets or proprietary by World Relief.

Accordingly, to protect Confidential Information that may be disclosed to VOLUNTEER, the VOLUNTEER agrees as follows:

- A. VOLUNTEER will hold the Confidential Information received from World Relief in strict confidence and shall exercise all due diligence to prevent disclosure to others.
- B. VOLUNTEER will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so by World Relief, and, if involving a client/beneficiary, the client/beneficiary.
- C. VOLUNTEER will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her volunteer services for World Relief.
- D. VOLUNTEER will, upon the request or upon termination of his/her volunteer relationship with World Relief, deliver to World Relief any documents, drawings, notes, equipment, electronic media, files, and materials received from World Relief or originating from VOLUNTEER'S activities for World Relief.
- E. With regard to World Relief Confidential Information, World Relief shall have the sole right to determine the treatment of any information that is received from VOLUNTEER, including the right to keep the same as a trade secret, to use and disclose that same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as World Relief may deem appropriate.
- F. World Relief reserves the right to take action including but not limited to termination from future volunteer service for violations of this Agreement.

VOLUNTEER represents and warrants that it is not under any preexisting obligation inconsistent with the provisions of this Agreement.

Signing below signifies that the VOLUNTEER agrees to the terms and conditions of the agreement stated above.

Volunteer Signature

Date