



Confidentiality Agreement

This Agreement is made between _____ ("VOLUNTEER") and **St. Stephen Baptist Church** on _____ 20_____.

VOLUNTEER will perform services for ST. STEPHEN BAPTIST CHURCH which may require ST. STEPHEN BAPTIST CHURCH to disclose confidential and proprietary information ("Confidential Information") to VOLUNTEER. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to VOLUNTEER's services for ST. STEPHEN BAPTIST CHURCH, the membership or operations of ST. STEPHEN BAPTIST CHURCH, and/or the documents, event planning, plans, processes, or other data of ST. STEPHEN BAPTIST CHURCH). Accordingly, to protect the ST. STEPHEN BAPTIST CHURCH Confidential Information that will be disclosed to VOLUNTEER, the VOLUNTEER agrees as follows.

A. VOLUNTEER will hold the Confidential Information received from ST. STEPHEN BAPTIST CHURCH in strict confidence and shall exercise a reasonable degree of care 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 in writing or by authorized leadership of ST. STEPHEN BAPTIST CHURCH.

C. VOLUNTEER will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for ST. STEPHEN BAPTIST CHURCH.

D. VOLUNTEER will, upon the request or upon termination of his/her relationship with ST. STEPHEN BAPTIST CHURCH, deliver to ST. STEPHEN BAPTIST CHURCH any notes, documents, equipment, and materials received from ST. STEPHEN BAPTIST CHURCH or originating from its activities for ST. STEPHEN BAPTIST CHURCH.

E. ST. STEPHEN BAPTIST CHURCH shall have the sole right to determine the treatment of any information **that is part or project specific** received from VOLUNTEER, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as ST. STEPHEN BAPTIST CHURCH may deem appropriate.

F. ST. STEPHEN BAPTIST CHURCH reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

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

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

DIRECTOR OF ADMINISTRATION ST. STEPHEN BAPTIST CHURCH	VOLUNTEER FULL NAME (Please print legibly)
_____ Signature	_____ VOLUNTEER Signature & Date