



YWCA Greater Cincinnati - Confidentiality Agreement (for Volunteers and Interns)

This Agreement is made between _____ ("VOLUNTEER/INTERN") and **YWCA Greater Cincinnati ("YWCA")**, on _____ 20____.

VOLUNTEER/INTERN will perform services for YWCA which may require YWCA to disclose confidential and proprietary information ("Confidential Information") to VOLUNTEER/INTERN. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to the VOLUNTEER/INTERN's services for YWCA, the business or operations of YWCA, and/or the services, programs, products, drawings, plans, processes, or other data (any source) of YWCA). Accordingly, to protect the YWCA Confidential Information that will be disclosed to VOLUNTEER/INTERN, the VOLUNTEER/INTERN agrees as follows.

- A. VOLUNTEER/INTERN will hold the Confidential Information received from YWCA GREATER CINCINNATI in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. VOLUNTEER/INTERN will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by YWCA.
- C. VOLUNTEER/INTERN will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for YWCA.
- D. VOLUNTEER/INTERN will, upon the request or upon termination of his/her relationship with YWCA, deliver to YWCA any notes, documents, equipment, and materials received from YWCA or originating from its activities for YWCA.
- E. YWCA GREATER CINCINNATI reserves the right to take disciplinary action, up to and including termination for violations of this agreement.

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

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

YWCA GREATER CINCINNATI Supervisor

VOLUNTEER/INTERN NAME (please print)

YWCA Supervisor signature

VOLUNTEER/INTERN Signature

Date: _____

Date: _____