

**Confidentiality Policy and Agreement**

All Volunteers of Inattentive ADHD Coalition (IAC) understand that access to confidential information belonging to IAC shall remain confidential.

Confidential information may include:

a. any information concerning IAC's former, current, future, or proposed Board of Directors, staff, volunteers, donors, clients, programs, projects, partners, recipients, business, property, specifications, notebook entries, technical notes and graphs, computer printouts, technical memoranda and correspondence, product development agreements and related agreements.

b. Information and materials relating to IAC's purchasing, accounting, and promotion, including, but not limited to, marketing or fundraising plans, data, unpublished promotional material, and subscriber and donor lists.

c. information of the types described above which IAC obtained from another party and which IAC treats as confidential, whether or not owned or developed by IAC.

d. information shared via email, telephone, fax or in person will not be shared with anyone not affiliated with IAC.

e. any information concerning IAC's former, current, future or proposed Board of Directors, volunteers, donors, subscribers, programs, projects, partners, recipients, business deals, property, correspondence, product development agreements and related agreements shall not be shared with anyone not affiliated with AIC if not required to be used to promote AIC and or educate the individual and or general public about AIC's work.

f. information relating to AIC's assets, audit papers, donor information, banking, cash, and taxes shall not be shared with anyone not affiliated with AIC.

h. Information that identifies or describes an individual and the disclosure of which would constitute an unwarranted invasion of personal privacy. Examples of confidential employee, volunteer, and AIC information include home address, email address and telephone number; birth date; social security number; spouse/partner/relative's names; income tax withholding data and performance evaluations; risk management information and activities; or other information the disclosure of which would constitute an unwarranted invasion of privacy.

VOLUNTEER'S OBLIGATIONS

I understand and acknowledge that:

I agree to hold in the strictest confidence any confidential information (described above) disclosed to me during my volunteer term and any other time after my volunteer term.

I agree to access, use, or disclose confidential information only in performing my IACvolunteer duties, when required or permitted by law, and to disclose information only to persons with the right to receive that information. When using or divulging confidential information, I will disclose only the minimum necessary information.

I agree to discuss confidential information only in the capacity of my volunteer work and for IAC-related purposes.

Any suggestions or complaints about how the programs are being run should be reported to the Board Chair or discussed at a board meeting and kept private. This is counterproductive and impairs the reputation of IAC.

I understand that I may be personally liable for harm resulting from my breach of this Agreement.

By signing below, I agree I have read, understand, and agree to be bound by the terms of this agreement:

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VOLUNTEER NAME (PRINTED) VOLUNTEER SIGNATURE DATE

Approved by the Board on April 5, 2023