CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

In consideration of our volunteers’ engagement with Villanova University (hereinafter “University”) to provide support to the Office of University Advancement (hereinafter "Office") and intending to be bound hereby, the Volunteer named below (“Volunteer”) agrees to the following:

1. The Volunteer acknowledges that in the course of his/her association with the Office he/she will be responsible for handling confidential information, and will have access to documents, data or other information, some or all of which may be confidential, whether or not labeled or identified as "confidential."

2. Except as approved by authorized persons in the Office as part of his/her responsibilities, the Volunteer agrees to keep confidential and not to disclose to any person or entity at any time, whether during or after the association with the Office, any information relating to prospects or donors or the Office's business methods, or any other confidential information acquired in the course of performing services.

The Volunteer’s obligations under this Agreement shall not apply to information (a) that the Volunteer acquired outside of his or her association with the Office and is publicly known at the time of disclosure under this Agreement or subsequently becomes publicly known through no fault of the Volunteer, or (b) was lawfully in the Volunteer’s possession prior to receipt from the Office, without obligation of confidentiality. Further, Volunteer may disclose information required to be disclosed pursuant to the lawful order of a government agency; however, prior written notice must be given to the University.

We agree to treat our interactions, and information provided by these, as confidential.

_____________________________________   ____________
Name and Volunteer role (please print)       Signature       Date