

**United Way of Central Alabama, Inc.  
Confidentiality Agreement**

As a condition of employment, volunteering or fulfilling an internship with the United Way of Central Alabama, Inc. or one of its affiliates ("UWCA") you may be exposed to a variety of confidential systems, processes, strategies, data, materials, and information which may be in physical, oral, electronic, or other formats (collectively, "Confidential Information"). All Confidential Information must be treated confidentially as follows:

1. You recognize and acknowledge the confidential nature of the Confidential Information, including without limitation, the identity of UWCA and its partners' donors and persons receiving or benefitting from their services ("clients"). In accordance with the Health Insurance and Portability Accountability Act of 1996 and the Family Educational Rights and Privacy Act of 1974, you acknowledge that you have been advised by UWCA of the legal necessity of protecting the privacy and confidentiality of each client's information and records.
2. You agree that you will use Confidential Information solely for the purpose of fulfilling your duties or responsibilities as employee, volunteer, or intern with UWCA.
3. You agree to maintain and not share or disclose Confidential Information with anyone outside of UWCA, including but not limited to family, friends, and competitors.
4. You understand that all UWCA financial, legal, business, and strategic information that is not a matter of public knowledge is considered Confidential Information and may not be used or disclosed except as provided above.
5. You agree that you will not copy, print, download, store or otherwise duplicate any Confidential Information in any format or medium, whether electronic or physical, including and especially on your own computer or devices, without the written consent of UWCA.
6. You agree that you will return any and all materials as requested by UWCA.
7. You understand that failure to comply with this Confidentiality Agreement could lead to termination of your employment, volunteer role, or internship with UWCA and could be subject to prosecution under applicable privacy protection laws.
8. You understand that questions regarding the proprietary nature of Confidential Information and use or disclosure thereof at UWCA should be directed to your supervisor.
9. You have read and agree to abide by UWCA's Information Security Policy.

I, \_\_\_\_\_, hereby acknowledge that I have read and agree to adhere to the UWCA Confidentiality Agreement.

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Signature and Date

\_\_\_\_\_  
Program