



Helping Link – Một Dấu Nối
1032 South Jackson Street, Ste #C
Seattle, WA, 98104
Phone: 206-568-5160
www.helpinglink.org

Confidentiality/Non-Disclosure Agreement

Everyone (including volunteers, staff and consultants) at Helping Link are to hold confidential all personal information of others (for example, students, clients, volunteers, donors and other persons affiliated with Helping Link) (collectively, the “Affiliates”). Names, contact information, gift history or any other data about our Affiliates (collectively, the “Information”) must not be shared with anyone else unless there is specific written authorization from the Executive Director of Helping Link, and it is everyone’s responsibility to take appropriate steps to safeguard such Information.

I understand the above policy and agree not to disclose any Information or use it for any purpose not expressed authorized by the Executive Director of Helping Link. I agree I will (i) hold the Information in strict confidence, (ii) use such Information only for the purpose of performing volunteer services assigned by Helping Link, (iii) not reproduce such Information except to the extent necessary for performing the work of Helping Link, (iv) not disclose such Information to any other person not authorized by Helping Link. I will make every effort to keep the Information secure and follow any procedures as may be outlined by Helping Link for the project.

At the conclusion of my volunteer service, I will ensure that any data and information is returned to Helping Link and any copies existing on outside computers are deleted.

Name

Date

Helping Link is a 501(c)(3) nonprofit organization, in Washington State. Federal Tax ID # 20-1988027

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