

ORAM - Organization for Refuge, Asylum & Migration

Confidentiality Agreement for Volunteers and Interns

As a condition to my work with ORAM, I agree to follow the terms and conditions below to protect ORAM's confidentiality requirements. This agreement encompasses all information gained in the course of my work with ORAM, and affects all ORAM work or projects at any location worldwide. The agreement will extend during and after my relationship with ORAM.

I understand that as an ORAM volunteer/intern, I will be exposed to confidential and/or proprietary information and materials belonging to or concerning ORAM clients, ORAM's research projects, ORAM's legal and business affairs, its operations, officers, directors, employees, committee members, consultants, affiliates, vendors, suppliers, donors, potential donors, grantors, potential grantors, beneficiaries, and operating or contracting partners. Such information and materials includes (but is not limited to):

1. Case information concerning past, present and prospective clients (including their names or other information identifying them);
2. Information and materials concerning past, present and prospective officers, directors, employees, committee members, consultants, affiliates, vendors, suppliers, donors, potential donors, grantors, supporters, potential grantors, beneficiaries, clients, operating or contracting partners, research projects and any programs;
3. Promotional, PR, fundraising and business plans, studies, data, programs and strategies;
4. Existing and new or envisioned services;
5. Computer aided systems, software, strategies, designs, programs and plans;
6. Business and financial data and projections; and
7. Information and materials related to or developed from any of the above.

I understand that disclosure of any client information or document is likely to compromise the safety or security of the person(s) concerned. I likewise understand that disclosure of any other item listed above may damage ORAM. These informational or documentary materials are the sole property of ORAM. I will take the proper steps to protect and maintain their confidentiality and to ensure that they are not disseminated without authorization. Such information and materials may not be disclosed, used, copied or removed from ORAM premises, except as necessary to perform my job duties or as specifically directed by ORAM management. If I am working on a particular case or project on non-ORAM computer equipment, I agree to delete and eliminate all relevant information after completion of the project or task, such that no person will have further access to it.

I furthermore agree not to publish or submit material for publication about ORAM or its activities, or in the fields in which ORAM operates (including but not limited to, rescue of refugees, planned resettlement, deportation, immigrant assistance or related work). I further agree not to deliver public addresses, speeches or give interviews, including radio and/or television appearances regarding any of the above topics without the express prior written authorization from an ORAM officer. I understand that this paragraph applies whether or not the information at issue is confidential or proprietary.

If I am unsure as to the effect of this Confidentiality Agreement in a given circumstance, I will obtain a determination in advance from ORAM senior management.

I understand that breach of my obligations under this agreement will lead to termination of my internship/volunteer relationship with ORAM, even if I do not actually benefit from the disclosure(s) made.

Name

Signature

Date