

NEIGHBORHOOD RESCUE *of America*

Confidentiality Policy for Volunteers/Interns

Respecting the privacy of our clients, donors, members, staff, volunteers, interns, and of the non-profit Neighborhood Rescue of America itself is a basic value of Neighborhood Rescue of America. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the CEO, Christian Schoyen. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Volunteers and Interns of Neighborhood Rescue of America may be exposed to information, which is confidential and/or privileged and proprietary in nature. It is the policy of Neighborhood Rescue of America that such information must be kept confidential both during and after volunteer/intern service. Volunteers and Interns are expected to return materials containing privileged or confidential information at the time of separation from service.

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

The Volunteer/Intern acknowledges that, as between Neighborhood Rescue of America and the Volunteer/Intern, the confidential information and all related copyrights and other intellectual property rights, are (and at all times will be) the property of Neighborhood Rescue of America, even if suggestions, data analysis, pictures, video, comments, and/or ideas made by the Volunteer/Intern are incorporated into the confidential information or related materials during the service with Neighborhood rescue of America.

Certification

I have read Neighborhood Rescue of America's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with Neighborhood Rescue of America.

VOLUNTEER/INTERN:

Signature: _____ Name: _____ Location: _____ Date: _____

NEIGHBORHOOD RESCUE OF AMERICA/CEO

Signature: _____ Name: _____ Location: _____ Date: _____