



## INTERNATIONAL CARE MINISTRIES

### CONFIDENTIALITY AGREEMENT FOR EMPLOYEES/VOLUNTEERS

This policy applies to volunteers who represent International Care Ministries Ltd. ("ICM") as they request and handle data from ICM's databases, which include but are not limited to data located on and/or collected through ICM's Salesforce, Quickbooks, website, event attendance lists, and any other data that is under the ownership of ICM ("ICM's Data Files"). By signing this agreement, you agree to comply with the following provisions:

1. Information contained in ICM's Data Files is the exclusive property of ICM and may be used only as prescribed herein. As a volunteer, you are an agent of ICM acting on behalf ICM and you agree to abide by this policy.
2. Official uses of ICM's Data Files include acquiring and disseminating donor, or friends of ICM contact information, donation records or other data for the support of approved ICM activities.
3. Prohibited uses of data from ICM's Data Files include, but are not limited to, any personal, political, religious, or commercial use, as well as any use not directly related ICM's charitable work and for the benefit of ICM.

#### A. Appropriate Uses or Dissemination of ICM's Data Files

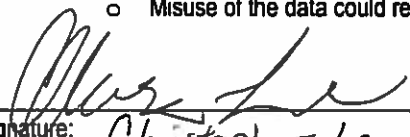
- All information viewed or retrieved is to be kept confidential at all times and may not be published, reproduced, or disseminated electronically.
- All information is to be used solely to promote the programs and priorities of ICM.
- The use of data beyond immediate, office-wide communication is strictly prohibited, and once used, the data file must be deleted or destroyed.
- Data may not be retransmitted to a printing service, mailing service, or internet service for communication with donors, unless permission is given in writing by the Executive Director or her delegated report. ICM will typically handle the dispatch of all mailings and mass e-mails.
- All volunteers seeking individual donor contact information should obtain access to such information via the ICM staff responsible for the safekeeping of such information.

#### B. Requests for Donor Information

- All requests for donor information from media representatives (television, radio, newspaper, etc) must be forwarded immediately to the designated staff responsible for the safekeeping of such information and/or the Executive Director of ICM.
- In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the database is the responsibility of the requesting volunteer.
- Misuse of data and these policies will be referred to legal counsel for possible further legal action.

#### C. Policy Compliance

- Failure to abide by any of the policies stated within this document will result in the denial of access to ICM's Data Files. By signing this Agreement the you affirm that:
  - You have read and understand these policies.
  - Failure to abide by these policies will result in the denial of access to data.
  - Misuse of the data could result in legal action.

Signature:   
Name (Print): Christopher Lee  
Date: 12/06/2017

Signature: \_\_\_\_\_  
Name (Print): \_\_\_\_\_  
For and on behalf of  
International Care Ministries Ltd.  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

If Volunteer is under 18 years of age:

\_\_\_\_\_  
Parent or Legal Guardian  
Date: