



VOLUNTEER NON-DISCLOSURE AGREEMENT

In order to protect the privacy and confidentiality of Friends for Animals – Humane Society of Burke County (FFA), volunteers will be required to enter into a non-disclosure agreement upon commencement of becoming a volunteer.

The volunteer will agree to maintain confidential information, including but not limited to any material, knowledge, information and data including verbal, electronic, (social media) written, or any other form of private information concerning Friends for Animals or its business not generally known to the public. This includes plans, policies, medical information, return to Animal Control information, financial information, adoption information and personal information regarding employees, supervisors, fellow volunteers, organization members and board members and any other information deemed confidential by the Executive Director, Shelter Manager, and Board of Directors that may only be shared on a need to know basis and involving only those who are carrying out volunteer duties related to the organization or its business.

Any and all types of information containing or in any way relating to confidential information of the organization is considered property of Friends for Animals. The removal of confidential information from the organization's premises prohibited unless permission is granted from the Executive Director, Shelter Manager, or Board of Directors. All such items and information compiled or used by the volunteer during the course of their volunteer status shall be delivered to the Executive Director or Shelter Manager upon termination of said volunteer status or at any time as requested by the Executive Director or Shelter Manager.

This document will be considered a legal and binding contract between the volunteer and Friends for Animals both during the period of volunteer status and indefinitely after the termination of volunteer status.

Failure to comply with this agreement or any violation of this agreement either during the period of volunteer status or following the period of volunteer status may result in disciplinary action, legal and/or termination of volunteer status.

Volunteer Signature _____ Date _____

Shelter Manager Signature _____ Date _____

Executive Director Signature _____ Date _____