



**United Way of Central Iowa**  
**Confidentiality Agreement FY 2023-2024**

This agreement is made as of this date (MM/DD/YYYY): \_\_\_\_\_

by and between United Way of Central Iowa (United Way), and \_\_\_\_\_ (enter your name)

Whereas, members of the board of directors, volunteers, and various committees have an ethical and legal obligation to respect the privacy of members, board and committee volunteers, and staff,

whereas, United Way acquires extensive information that is considered proprietary and/or confidential (Confidential Information),

whereas, United Way adheres to specific guidelines on confidentiality and appropriate use of information, and

whereas, Member of United Way needs access to proprietary and confidential Information in order to perform the duties of his or her role, then the parties agree as follows:

1. United Way shall provide Member with certain Confidential Information to assist Member in fulfilling his/her duties.
2. Member shall not disclose Confidential Information except as a part of the proper discharge of his/her duties in the conduct of United Way business.
3. Confidential information consists of information or material that is not generally known and not in the public domain. It includes, but is not limited to, the following: a) Business records, plans, information about finances, fundraising, investment management, and internal discussions. b) Personnel matters of United Way or any party with whom United Way conducts business, including applications for employment, salaries, benefits, termination matters, layoffs, and disciplinary actions. c) Donor identities, addresses, contributions, agreements, correspondence, grants and personal information for transactions with United Way. d) Grant applications, program scores, review comments and actions.
4. Member recognizes that Confidential Information is the property of United Way and agrees to hold such information in trust and exercise due care in retaining such information.
5. At the conclusion of Member's working relationship with United Way, Member agrees to return or destroy any document or tangible evidence of Confidential Information belonging to, or originally placed under, the control of United Way, whether on disk/drive, recorded, or in hard copy, whether an original or a reproduction.

6. At the conclusion of Member's working relationship with United Way, Confidential Information may only be retained after securing the written consent of an officer of United Way.
7. Improper disclosure of Confidential Information may cause the immediate removal of Member from any committees, appointments, or in the discharge of any duties on behalf of United Way.
8. The provisions of this agreement survive beyond the conclusion of Member's work on behalf of United Way.

I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability.

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Printed Name

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Signature

Date