

Peaceful Valley Donkey Rescue, Inc.



CONFIDENTIALITY POLICY

This Confidentiality Agreement (“Agreement”) is entered into by and between **Peaceful Valley Donkey Rescue, Inc.** (the “Organization”) and the undersigned individual (“Individual”), effective as of the date signed below.

1. Purpose

In the course of serving the Organization, the Individual may have access to confidential, sensitive, or proprietary information. This Agreement is intended to protect the integrity and confidentiality of such information.

2. Confidential Information

For the purposes of this Agreement, “Confidential Information” includes, but is not limited to:

- Personal information about donors, clients, members, staff, or volunteers;
- Financial information, including budgets, donations, and grant applications;
- Internal policies, strategies, and operational plans;
- Legal, personnel, or board-related matters;
- Any non-public information disclosed verbally, in writing, or electronically.

3. Obligations of the Individual

The Individual agrees to:

- Use Confidential Information solely for the purposes of carrying out their role with the Organization;
- Not disclose Confidential Information to any third party without prior written consent from the Executive Director;
- Take reasonable steps to protect and secure Confidential Information;
- Notify the Organization promptly of any actual or suspected unauthorized use or disclosure of Confidential Information.

4. Exclusions

Confidential Information does not include information that:

- Is or becomes publicly available through no fault of the Individual;
- Is lawfully obtained from another source without restriction;
- Is required to be disclosed by law or court order (with reasonable notice to the Organization, if allowed).

Peaceful Valley Donkey Rescue, Inc.

5. Term and Survival

This Agreement remains in effect throughout the Individual's relationship with the Organization and continues indefinitely after that relationship ends, as long as the information remains confidential.

6. Return of Materials

Upon termination of their relationship with the Organization, the Individual agrees to return or securely destroy all materials containing Confidential Information.

7. Acknowledgment

The Individual acknowledges that any breach of this Agreement may result in disciplinary action, up to and including termination of employment or volunteer service, and/or legal action.

IN WITNESS WHEREOF, the parties have executed this Confidentiality Agreement as of the date set forth below.

Individual Name: _____

Role (Employee / Board Member / Volunteer): _____

Signature: _____

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Date: _____

For Peaceful Valley Donkey Rescue, Inc.:

Authorized Representative Signature: _____

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Name & Title: _____

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Date: _____