**CONFIDENTIALITY AGREEMENT**

Central Food Network is a registered charity that is working to address and alleviate the impacts of hunger and fuel-insecurity.

Respecting the privacy of our clients, donors, members, staff and volunteers is of the utmost importance to the Central Food Network. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization. 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.

Employees, volunteers, board members and contracted service providers of Central Food Network may be exposed to information that is confidential and/or privileged and proprietary in nature. It is the policy of the Central Food Network that such information must be kept confidential both during and after employment, volunteer service or contract.

By signing this document, I agree that I will help to promote the dignity and respect for our neighbours in need, for my fellow volunteers and co-workers and for Central Food Network itself.

I also agree to return all physical and electronic materials containing privileged or confidential information at the time of separation from employment, volunteer service or contract.

I further understand that unauthorized disclosure of confidential or privileged information is a serious violation of this policy and that disciplinary and/or legal action could be taken against me as a result of a breach of this agreement.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the above statements and I understand and agree to the terms and commitment therein.

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Signature (employee, volunteer, contract provider) Date of Signature

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Witness Signature Date of Signature