



CONFIDENTIALITY AGREEMENT

For the mutual benefit of A Life to Live and the volunteer, and in consideration of the volunteer's execution of this agreement, the volunteer shall have access to and receive, in part or in whole, information and data considered as confidential information.

Confidential information is defined herein and shall be construed as and applied as to include, without limitation, documents, components, parts, information, data, drawings, customer and prospective customer information, plans, programs, specifications, inventions, and any and all information in relation to marketing, sales, financials, and forecasts, copyright materials, patents and other intellectual property, collectively referred hereunder as confidential information, and that shall be accessed, received and used exclusively for the furtherance of A Life to Live and in connection with the performance of the job duties of the volunteer.

The volunteer will hold confidential information of A Life to Live that is indirectly or directly accessed, received, and used in strict confidence up to the extent permissible by local, state, and federal law and public policy, regarding the disclosure of confidential information. Volunteer shall exercise a reasonable degree of care to prevent unauthorized disclosure of confidential information to others including, but not limited to, other volunteers of A Life to Live, non-affiliated individuals of A Life to Live, or any other individual, collectively referred hereunder as "others" that does not have express privileges to such confidential information.

The volunteer will not disclose or divulge, either directly or indirectly, the confidential information to others unless express written authorization to do so is received in advance by the Executive Director or other duly authorized representative of A Life to Live. The volunteer will not reproduce the confidential information nor use the confidential information commercially or for any purpose other than for the performance of the job duties that are for the furtherance of A Life to Live. The volunteer will, immediately upon the request or upon the voluntary or involuntary termination of the volunteer's active position and status with A Life to Live, return to A Life to Live any and all confidential information in the volunteer's possession, as well as return to A Life to Live any other items, information, and data in the volunteer's possession that is and shall be considered confidential information and for the furtherance of A Life to Live.

A Life to Live shall have and retain the sole right to determine the treatment of any information that is in connection, in part or in whole, with A Life to Live's services, processes, and business operations received from the volunteer, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as A Life to Live may deem appropriate.

Volunteer 18 Years or Older:

Volunteer's Name: _____

Volunteer's Signature: _____ Date: _____

Volunteer Less Than 18 Years of Age:

Junior Volunteer's Name: _____

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____