



*Home Repair and Firewood Ministry  
for Transylvania, southern Jackson, and western Henderson counties*

## VOLUNTEERS CONFIDENTIALITY NONDISCLOSURE AGREEMENT

This Nondisclosure Agreement ("Agreement") is made and effective the \_\_\_\_\_ Day of \_\_\_\_\_ Year, 20\_\_\_\_\_ .

**BETWEEN: STEP Western North Carolina** (the "Organization"), a not for profit organization under the laws of North Carolina, EIN #84-2308494,

**AND:** \_\_\_\_\_ under the position of  
(volunteer name)

\_\_\_\_\_ is an individual affiliated with STEP WNC.  
(Board member, volunteer, etc.)

### 1. ACCESS TO CONFIDENTIAL INFORMATION

The Volunteer understands that he/she may be given access to confidential information belonging to the Organization through his/her relationship with the Organization or as a result of his/her access to the Organization's premises and/or information.

### 2. NATURE OF CONFIDENTIAL INFORMATION

The Volunteer understands and acknowledges that the Organization's confidential information and materials that are valuable and not generally known by those not affiliated with the organization include:

a. Any and all information concerning the Organization's former, current, future or proposed Board of Directors, team members, volunteers, donors, clients, programs, projects, partners, recipients, business deals, property, specifications, notebook entries, technical notes and graphs, computer printouts, technical memoranda and correspondence, product development agreements and related agreements.

b. Information and materials relating to the Organization's purchasing, accounting and marketing; including, but not limited to, marketing plans, fundraising plans, data, unpublished promotional material, cost and pricing information and client lists.

c. Information of the types described above which the Organization obtained from another party and which the Organization treats as confidential, whether or not owned or developed by the Organization.

*Serving Together Empowers People*

STEP Western North Carolina ☩ P.O. Box 563, Brevard, NC 28712-0563 ☩ [stepwnc.org](http://stepwnc.org) ☩ (828) 237-1029

STEP WNC is recognized as a 501(c)(3) non-profit organization ☩ EIN: 84-2308494



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d. Information shared by the team via emails, telephone, fax and or in person **will not be** shared with anyone not affiliated with the Organization.

Any and all information concerning the Organization's former, current, future or proposed Board of Directors, team members, volunteers, donors, clients, programs, projects, partners, recipients, business deals, property, correspondence, product development agreements and related agreements shall not be shared with anyone not affiliated with the Organization if not required to be used for the purposes of promoting the Organization and or educating the individual and or general public about the Organization's work.

f. Information relating to the Organization's assets, audit papers, donor information, banking, cash and taxes shall not be shared with anyone not affiliated with the appropriate department and or Organization.

**3. VOLUNTEER'S OBLIGATIONS**

In consideration of being admitted as a Volunteer, I agree to hold in the strictest confidence any confidential information which is disclosed to me during my volunteer term and at any other time after the completion of my volunteer term. I agree not to remove any documentation, equipment or other materials from any STEP WNC office or premises or event locations without the Organization's written permission. I will not photograph or otherwise record any information to which I may have access during the volunteer term.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

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