

CONFIDENTIALITY AGREEMENT
Non-Disclosure of Information

This Confidentiality Agreement is effective between the undersigned and **Catholic Diocese of Memphis and its related entities** (“CDOM”) (the “Diocese”).

From time to time a Trustee, Director, Secretary, Officer, Committee member, staff member, either as a volunteer or paid, may attend meetings or engage in other activities where sensitive and confidential information may be discussed or presented in writing. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual outside of the immediate current and appropriate CDOM representatives.

Confidential Information means any information or material that is proprietary to or that is not generally known outside of CDOM. Confidential Information includes, but is not limited to: proprietary parish information, diocesan proprietary information, business plans; personnel information; donor and prospective donor information; scholarship or grant applicant information; internal discussions and other information that may be deemed proprietary; student records; health records, personnel file records, all protected records and all information of a sensitive nature.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior consent of an authorized representative.

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

Signature: _____

Date: _____

Print Name: _____

Title/Position: _____