



Volunteer Confidentiality Agreement

I understand that while performing my official duties I may have access to information that is classified as either confidential or sensitive. Confidential information is information which identifies an individual or an employing unit. Sensitive information may be financial or operational information that requires the maintenance of its integrity and assurance of its accuracy and completeness.

Confidential and sensitive information is not available to the public. Special precautions are necessary to protect this type of information from unauthorized access, use, modification, disclosures, and/or destruction.

I agree to:

1. Access, use, or modify confidential and/or sensitive information only for the purpose of performing my official duties;
2. Never access or use confidential and/or sensitive information out of curiosity or for personal interest or advantage;
3. Never show, discuss, or disclose confidential and/or sensitive information to or with anyone who does not have legal authority or "need to know".
4. Never remove confidential and/or sensitive information from the work area without authorization.
5. Dispose of confidential and/or sensitive information by utilizing an approved method of destruction which includes shredding or certified or witnessed destruction and never disposing of such information in the trash cans or recycle bins.

Penalties

Unauthorized access, use, modification, disclosure, or destruction is strictly prohibited by state and federal laws, including but not limited to: California Penal Code Section 502, California Civil Code Section 1798.53 or 1798.55. The penalties for unauthorized access, use, modification, disclosure, or destruction may include disciplinary action and/or criminal or civil action.

Computer activities may be monitored. Anyone using automated systems expressly consents to such monitoring.

I understand and agree to the terms of the confidentiality contract.

Print Name

Date

Signature