

KEYSTONE MISSION CONFIDENTIALITY AGREEMENT

I, _____ as a visitor, volunteer, intern, employee, or Board Member of Keystone Mission understand the ethical, legal, and moral responsibility of safeguard all information and records pertaining to all guests/residents, financial partner records, and Mission strategies. This is inclusive of all case management issues, personal background information, financial records, and strategic plans that are not available through public sources.

Guests/Residents Information: I realize it is a violation of this confidentiality agreement for me to discuss personal information revealed by guests/residents in class, group, or one-on-one settings outside Keystone Mission.

Financial Partner Information: I realize it is also a violation of this agreement for me to discuss or disclose any information about any financial partner's contributions or personal history without the financial partner's permission to do so.

Financial Business and Strategic Planning Information: I also understand that it is a violation of this agreement to share with any individual agent or agency information about Keystone Mission's business that has not been made public.

I understand that if I violate this confidentiality agreement, my involvement with Keystone Mission me be terminated.

I agree to indemnify and hold harmless Keystone Mission and its officers, board members, agents, or employees, from any liability, claims, or demands that may result from my violation of this confidentiality agreement.

Signature

Date

Printed Name

A visitor or volunteer is defined as any non-employee who works in a Keystone Mission facility or comes into contact with guests/residents, financial partners, or Keystone Mission information through personal contact or information gained via the database.