

**ALSTON WILKES SOCIETY
VOLUNTEER CONFIDENTIALITY STATEMENT**

THIS AGREEMENT is entered into on _____ (date), by the Alston Wilkes Society and _____, (the volunteer).

THE PARTIES AGREE:

1. **NON-DISCLOSURE:** I will keep all trade secrets and/or proprietary information of the AWS in strict confidence. A trade secret is any information, process or idea that is not generally known to persons outside the agency, which the agency considers confidential, and which gives the agency a competitive advantage. In light of the foregoing and realization by me and the agency that the agency's trade secrets are valuable assets of the agency and form the foundation upon which much of the agency's success and existence depend. I hereby agree that I will not at any time, whereby during or subsequent to my internship by the AWS in any fashion, form, or manner, either directly or indirectly use or divulge, disclose or communicate to any person, firm, or corporation, the AWS trade secrets in any manner whatsoever. AWS trade secrets shall include, but are not limited to: all proprietary software and system design (including all enhancements thereto) owned by the AWS or licensed to the AWS, their marketing plans, the prices they obtain or have obtained or at which they sell or have sold their products or services.
2. I am prohibited from discussing confidential information provided to the AWS by our customers and vendors, the AWS financial statements and all information relating to the AWS financial condition and all information relating to research and development activities, ideas or projects carried on by the AWS.
3. **FILES, REPORTS AND BOOKS:** All equipment, notebooks, documents, internal or external memoranda, reports, files, samples, books, correspondence, lists, computer programs, drawings, diagrams, blueprints, manuals, mechanisms, devices, creations, specifications and any other documentation either in preparation or in final form, all technical notes, tangible property and work products, and all other written or graphic records in any manner affecting, recording, or listening or relating to the business of the AWS, which I shall prepare, use, construct, observe, possess or control, or which I produced in whole or in part, shall at times be and remain the sole property of the AWS, as the case may be. I will not copy or otherwise duplicate or in any other way violate the license of any computer program or software licensed to the AWS.
4. I have an obligation to conduct myself in accordance with the principle of maintaining the confidentiality of resident and client information in accordance with all the applicable laws and regulations. I will refrain from revealing any personal or confidential information concerning residents or clients unless authorized by AWS Policy.
5. Violations of this are cause for termination of volunteer opportunities at my Supervisor and/or the Executive Director's discretion. The AWS reserves the right to address each intern on an individual basis.

VOLUNTEER - PRINTED NAME: _____

VOLUNTEER - SIGNATURE: _____

PROGRAM / FACILITY: _____

AWS STAFF WITNESS - SIGNATURE: _____

AWS STAFF WITNESS - PRINT NAME: _____