

# Event Planning Volunteer Confidentiality Acknowledgement

As a volunteer involved in the planning and execution of events, I acknowledge that I may have access to confidential or sensitive information, including but not limited to guest lists, vendor contacts, budgets, proprietary materials, internal discussions, and personal information about attendees or organizers.

I agree to maintain the confidentiality of all such information and understand that:

- I will not disclose, share, or discuss confidential information with individuals not authorized to receive such information.
- I will take all reasonable measures to protect sensitive materials entrusted to me.
- I will not use confidential information for any purpose other than event-related responsibilities.
- My obligation to confidentiality continues even after my volunteer service ends.

By signing below, I affirm that I have read, understand, and agree to uphold this confidentiality acknowledgement as part of my volunteer role.

Volunteer Name

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Signature

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Date

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