

Nonprofit Client Information Protection Agreement

This Information Protection Agreement ("Agreement") is made between:

Nonprofit Organization:

Address:

Representative:

and

Recipient Name:

Title/Role:

Effective Date:

1. Purpose

The Recipient acknowledges that during the course of their relationship with the Nonprofit Organization, they may have access to confidential information about the Organization's clients. The purpose of this Agreement is to ensure the protection of all client information in accordance with ethical and legal standards.

2. Definition of Client Information

For purposes of this Agreement, "Client Information" includes all information, data, documents, and materials relating to clients served by the Organization, whether in electronic, written, verbal, or any other form.

3. Confidentiality Obligations

- The Recipient shall not disclose, share, or use Client Information except as required for their official duties with the Organization.
- Client Information shall only be accessed as necessary for carrying out assigned responsibilities.
- All reasonable steps must be taken to protect Client Information from unauthorized access, loss, or disclosure.

4. Duration and Survival

The Recipient's obligation to protect Client Information under this Agreement shall continue during and after their association with the Organization.

5. Return or Destruction of Information

Upon the end of their role, the Recipient shall return or securely destroy all materials containing Client Information received from the Organization.

6. Breach and Remedies

Unauthorized disclosure or misuse of Client Information may result in disciplinary action and/or legal

proceedings, as appropriate.

7. Acknowledgment

By signing below, the Recipient acknowledges they have read, understand, and agree to abide by the terms of this Agreement.

Date:

Date: