

**Center for Work Education and Employment, Inc. (“CWEE”)  
STATEMENT OF CONFIDENTIALITY**

In your capacity as an intern, volunteer, consultant or vendor you will have access to confidential information. This means any information that is not generally known to or accessible to the public. You shall respect and maintain the confidentiality of all discussions regarding clients/families, donors, employees, volunteers, board members and agency budgetary/fiscal information. This non-disclosure applies during and after your engagement.

You agree to discuss confidential information only in the work place and only for job related purposes and to not discuss such information outside of the work place or within hearing of other people who do not have a need to know about the information, except as required by law. You have an ethical and legal obligation to respect the privacy of our employees, donors, participants and volunteers and to protect and maintain the confidentiality of all information that we learn about those individuals and agencies in the course of providing services to them. The exceptions are for those situations as required in the course of your work by court order or other legal mandate. Discussions involving sensitive information should always be held in confidential settings to safeguard the confidentiality of the information.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, I acknowledge that CWEE may, as applicable and as it deems appropriate, terminate my relationship from CWEE.

Signature: \_\_\_\_\_

Dated:\_\_\_\_\_

Printed Name: \_\_\_\_\_