**Confidentiality Requirement and Agreement Form for Employees**

Harvesters values the privacy of our donors and volunteers. Your ability to work in the Resource Development department at Harvesters, or any other area that would involve working with confidential information, is contingent upon your willingness to abide by our confidentiality requirements. The Association of Professional Researchers for Advancement (APRA) Statement of Ethics states:

“Constituent information is the property of the institution for which it was collected and shall not be given to persons other than those who are involved with the cultivation and solicitation effort or those who need that information in the performance of their duties for that institution.”

Confidential information about constituents (donors and non-donors), as well as confidential information of the institutions in oral form or in electronic, magnetic, or print media are protected so that the relationship of trust between the constituent and the institution is upheld.”

Constituent and donor records, both hard copy and electronic, and other constituent and donor information are highly confidential and protected by both organization and departmental policy. You must not discuss with anyone outside Harvesters any personal constituent information, nor may you release any information or documents to a third party without proper authorization to do so. A violation of this trust will be grounds for disciplinary action up to and/or including termination of your employment.

I hereby acknowledge my responsibility to deal discreetly with confidential records and information kept in the Resource Development offices. My signature below indicates my willingness to respect our constituents’ rights to privacy, and to avoid disseminating confidential information outside the Resource Development offices and Harvesters.

In particular:

1. Sensitive information including giving histories, family data, asset holdings, and other details of the constituent’s relationship with this organization and others will be treated with special care.
2. Resource Development records will not be reproduced, stored in retrieval system other than that approved by the organization, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without authorization.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature Date