



## Division Volunteer – Confidentiality Agreement

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### 1. Purpose of Agreement:

The Volunteer acknowledges that, during their volunteer activities with the NDIA, they may have access to confidential or personal information. This Agreement is intended to protect the confidentiality of such information.

### 2. Definition of Confidential Information:

Confidential Information includes, but is not limited to:

- Personal information about industry, government, division volunteers, and NDIA staff.
- NDIA's internal documents, strategies, or communications.
- Government-related information, including non-public policies, initiatives, or communications.
- Any other non-public information disclosed verbally, electronically, or in writing.

### 3. Obligations of the Volunteer:

The Volunteer agrees to:

- Keep all confidential information strictly confidential.
- Not disclose, discuss, or share Confidential Information with any unauthorized person.
- Use Confidential Information solely for the purposes of their volunteer role.
- Take reasonable precautions to protect Confidential Information from unauthorized access.

### 4. Violation of this agreement

- Division members may be terminated from the division if they violate the standard code of conduct or volunteer agreement.

### 5. Exclusions from Confidentiality:

Confidential Information does not include information that:

- Is publicly known at the time of disclosure.
- Becomes publicly known through no fault of the Volunteer.
- Is required to be disclosed by law, provided the NDIA is promptly notified.

### 6. Duration of Agreement:

The obligations under this Agreement shall remain in effect both during and after the Volunteer's service with the NDIA.