



## **Confidentiality and Non-Disclosure Policy**

All employees, members of the Board of Directors, corporate officers, volunteer leaders, consultants and volunteers which by their service will be afforded access to any confidential information of the Dysautonomia Support Network, must agree to maintain the confidentiality of such information pursuant to the terms of the form of Confidentiality and Non-Disclosure Agreement approved from time to time by the Board, such Confidentiality and Non-Disclosure Agreement to be signed and delivered prior to or contemporaneously with the commencement of such service.

## **Confidentiality and Non-Disclosure Agreement**

**The intent of this document is to protect the privacy of the members, consultants, and volunteers of the Dysautonomia Support Network (“DSN”) while ensuring our consultants and volunteers are also protecting our organization's future.**

DSN is a U.S. based, 501 (C) (3) non-profit organization whose mission is to provide a community that empowers and supports those impacted by dysautonomia to live their best lives.

**Consultant** is engaged in assisting in propelling the mission of DSN forward and is expected to protect the privacy of any and all members and the confidential information that may be exposed in relationship to the group intentionally or unintentionally.

DSN has requested and the Recipient agrees to protect the confidential material and information which may be disclosed between DSN, its membership, and the Recipient. Therefore, the parties agree as follows:

I. CONFIDENTIAL INFORMATION. The term "Confidential Information" means any information or material which is proprietary to DSN, whether or not owned or developed by DSN, which is not generally known other than by DSN, and which Recipient may obtain through any direct or indirect contact with DSN.

1. Confidential Information includes without limitation:
  - business records and plans
  - financial statements
  - member lists
  - training materials

- information discussed in closed DSN meetings, including all team meetings.
- healthcare information of members, consultants, or volunteers
- personal information with the expectation of complete anonymity

B. Confidential Information does not include:

- matters of public knowledge that result from disclosure by DSN
- information independently developed by Recipient
- information disclosed by Recipient with the prior written consent of DSN
- and any other information that both parties agree in writing is not confidential.

II. PROTECTION OF CONFIDENTIAL INFORMATION. Recipient understands and acknowledges that the Confidential Information has been developed or obtained by DSN by the investment of significant time, effort and expense, and that the Confidential Information is a valuable, special distinctive asset of DSN which makes DSN unique, and needs to be protected from improper disclosure. In consideration for the disclosure of the Confidential Information, Recipient agrees to hold in confidence and to not disclose the Confidential Information to any person or entity without the prior written consent of DSN. In addition, the Recipient agrees that:

A. No Copying/Modifying.

Recipient will not copy or modify any Confidential Information, Training Materials, educational materials, or Documents without the prior written consent of DSN.

B. Application to Employees, Consultants, and/or Volunteers. Further, Recipient shall not disclose any Confidential Information to any employees, consultants, and/or volunteers of any outside organization, except those employees and/or who are required to have the Confidential Information in order to perform their job duties in connection with the limited purposes of this Agreement.

Recipient has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect the interest of DSN, its members and volunteers. Recipient has received a copy of this Agreement as signed by the parties.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

