



## Confidentiality Agreement

This Confidentiality Agreement is effective as of \_\_\_\_\_, 2015 between \_\_\_\_\_ ("the Undersigned") and the Parasol Tahoe Community Foundation (Parasol).

From time to time Parasol Tahoe Community Foundation board members, employees, vendors and/or volunteers may attend meetings or other official events where sensitive and confidential information may be discussed. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual(s) outside of the immediate current Parasol Board Members or the current CEO of the Parasol Tahoe Community Foundation.

Confidential Information means any information or material which is proprietary to or which is not generally known outside of the Parasol Tahoe Community Foundation. Confidential information includes, but is not limited to: business plans, personnel information, grant applications, evaluations and recommendations, donor information, internal discussions and other information that may be deemed proprietary.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior consent of the Executive Committee of the Parasol Tahoe Community Foundation. If it appears that the Undersigned has disclosed or has threatened to disclose Confidential Information in violation of this Agreement, the Parasol Tahoe Community Foundation shall be entitled to an injunction to restrain the Undersigned from disclosing, in whole or in part, the Confidential Information.

Parasol Tahoe Community Foundation employees, volunteers, vendors and board members acknowledge that violation of the above guidelines may be grounds for immediate termination of employment or contract or removal from the Parasol Tahoe Community Foundation Board and its committees.

**Agreed to by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name