



Wat Lao Buddhavong, Inc.

វត្តលាបុទ្ធបវង្ស

Washington, DC

Confidentiality Agreement and Acceptance of Volunteer Role

This form acknowledges my acceptance of the volunteer role at Wat Lao Buddhavong, Inc. (WLB) and my commitment to uphold the highest standards of confidentiality and professional integrity regarding all sensitive information I may access during my service.

Confidentiality Commitment

I acknowledge that maintaining the confidentiality of WLB's sensitive information is a fundamental responsibility of my volunteer role. This includes, but is not limited to:

- Donor and client information, including personal, financial, and demographic details.
- Proprietary information about programs, services, and operational strategies.
- Financial records, internal reports, and budgeting data.
- Staff information and internal communications.

I agree that:

1. I will not disclose any confidential information to unauthorized individuals, either during my time as a volunteer or after my service concludes, except as required by law or with explicit written authorization from the organization.
2. I will not use any confidential information I access for personal benefit, financial advantage, or any commercial purpose.
3. I will use confidential information solely for legitimate purposes related to my volunteer responsibilities.
4. I will take all reasonable measures to secure and protect sensitive data, including adhering to organizational policies regarding password protection, encryption, and secure storage.

Data Protection and Privacy Compliance

I understand and agree to comply with all relevant data privacy laws, as well as WLB's organizational policies governing the collection, handling, and storage of personal data.

Furthermore, I will:

- Refrain from sharing personal information of clients, donors, or staff without proper authorization.
- Ensure that all data transmitted electronically is done securely and in accordance with the organization's data protection guidelines.
- Promptly report any suspected data breaches or unauthorized access to confidential information.
- Acknowledge that, as part of my volunteer role, I may be subject to monitoring by WLB's ITSS systems as required by the organization to ensure compliance with its security and data protection policies. I consent to such monitoring in accordance with WLB's guidelines and practices.

Breach of Confidentiality

I acknowledge that any violation of this confidentiality agreement, whether intentional or unintentional, may result in disciplinary action, including the termination of my volunteer service. I also understand that legal action may be pursued by WLB to protect its interests and seek remedies for damages caused by such a breach.

Acknowledgment and Agreement to Comply

By signing below, I affirm that:

- I have read and fully understand the terms outlined in this confidentiality agreement.
- I will adhere to the highest ethical standards and organizational policies during my service with WLB.
- I am aware that my obligations regarding confidentiality extend beyond my volunteer role.
- I accept the responsibilities and expectations of this role and pledge my commitment to safeguarding the trust placed in me by WLB.

Signature: _____

Printed Name: _____

Date (MM/DD/YYYY): _____