



Confidentiality Agreement for Idaho COBS

This Confidentiality Agreement ("Agreement") is entered into as of the date signed below by and between Idaho COBS (the "Organization") and the undersigned individual ("Recipient"). The purpose of this Agreement is to protect the privacy, security, and confidentiality of all sensitive information associated with the Organization's operations, clients, staff, and partners.

1. Confidential Information

For the purposes of this Agreement, "Confidential Information" includes but is not limited to:

- Personal information about clients, residents, or participants (e.g., names, addresses, case details, medical information).
- Information regarding the location of Idaho COBS' safe houses or other facilities.
- Operational procedures, internal communications, and strategic plans.
- Financial information, donor data, and grant details.
- Any other information that is designated as confidential by the Organization.

2. Obligations of the Recipient

The Recipient agrees to the following:

- **Non-Disclosure:** The Recipient shall not disclose, share, or discuss Confidential Information with any unauthorized individual or entity without prior written consent from the Organization.
- **Use of Information:** Confidential Information shall only be used for the purpose of fulfilling the Recipient's responsibilities with the Organization.
- **Security Measures:** The Recipient shall take all reasonable steps to protect Confidential Information from unauthorized access, use, or disclosure.
- **Reporting:** Any suspected or actual breaches of confidentiality must be reported immediately to the Executive Director or designated supervisor.

3. Exclusions

This Agreement does not apply to information that:

- Is publicly available through no fault or breach by the Recipient.
- Is disclosed pursuant to legal obligations, such as mandatory reporting laws or court orders, provided the Organization is notified in advance unless prohibited by law.

4. Duration

This Agreement remains in effect:



- During the Recipient’s involvement with the Organization.
- Indefinitely after the Recipient’s involvement with the Organization has ended.

5. Consequences of Breach

- A breach of this Agreement may result in disciplinary action, including termination of employment, volunteer service, or contractual obligations, as well as potential legal action.
- The Organization reserves the right to seek remedies for damages resulting from a breach, including injunctive relief.

6. Return of Materials

Upon the conclusion of the Recipient’s relationship with the Organization, the Recipient agrees to:

- Return all documents, records, and materials containing Confidential Information.
- Permanently delete or destroy any electronic copies of Confidential Information in their possession.

7. Acknowledgment

By signing this Agreement, the Recipient acknowledges their understanding of the importance of confidentiality and agrees to abide by the terms outlined above.

Recipient Name: _____

Recipient Role (Contractor/Volunteer): _____

Signature: _____

Date: _____

Authorized Representative (Idaho COBS): _____

Title: _____

Signature: _____

Date: _____