



## VOLUNTEER CONFIDENTIALITY AGREEMENT

I \_\_\_\_\_ understand that Waterfront Village ("Village") has a legal and ethical responsibility to maintain the privacy and confidentiality of all member information. Any contact that I have with a member and any information shared with me by a member will remain private and confidential in the manner set forth in the policies and procedures of the Village:

- 1) I will not disclose any member information or discuss any such information with anyone except the Village Executive Director or other persons as determined by the Village Executive Director.
- 2) I will not make any unauthorized transmissions, copies, disclosures, inquiries, modifications or purging of member or Village information, nor will I use any Village subscriber lists for any usage without express written consent from Waterfront Village.
- 3) I will not access or knowingly view any proprietary information about Waterfront Village. If I have a question about whether to access proprietary information, I will ask the Village Executive Director before doing so.
- 4) I will not engage in activities which may represent a conflict of interest in directly promoting any paid services or products which I, or my employer, may offer to Members.

I have read the above agreement, understand it, and agree to comply with all its terms.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
Bob Craycraft, Executive Director

\_\_\_\_\_  
Date

Complete and return to Waterfront Village, 607 6<sup>th</sup> Place SW, Washington DC 20024 or scan to [info@dcwaterfrontvillage.org](mailto:info@dcwaterfrontvillage.org).

Waterfront Village, Inc., is a neighborhood-based membership organization of paid staff, volunteers, and vendors supporting residents who wish to age in place in the Southwest Waterfront and the Navy Yard. Waterfront Village is a 501(c)(3) public charity (EIN 81-1859871) incorporated in the District of Columbia, is a member of the [Washington Area Villages Exchange](#) and [Village-to-Village Network](#), and operates under the guidance of the [District of Columbia Office on Aging](#).