



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)

Leonard Bechtel, Executive Director

Date

Complete and return to Waterfront Village, 800 Maine Avenue SW, Suite 200, Washington DC 20024 or scan to 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](#).