

Yalom, I.D., & Leszcz M (2015). *The Theory and Practice of Group Psychotherapy*. New York: Basic Books.



NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

I, _____, acknowledge and agree that:

1. During my volunteer efforts with **Catholic Charities of Los Angeles, Inc.**, I may obtain information about Employer's staff, volunteers, clients, supporters and friends which is private and confidential, and protected by various federal and state laws, including, but not limited to, names, addresses, social security numbers, and financial information (the "Confidential Information").
2. I may also obtain information that is proprietary to Employer, including, but not limited to, policies, practices, programs and techniques (the "Proprietary Data").
3. I agree that I shall not at any time during or after my volunteer efforts disclose or divulge to others, including future employers, any Confidential Information and Proprietary Data in violation of this Agreement.
4. I agree that upon request and upon the termination of my volunteer efforts I shall return all Employer documents and records, including but not limited to: reports, manuals, correspondence, volunteers and staff lists, computer programs, and all other materials and all copies in electronic or any other format, relating in any way to the Employer's activities or in any way obtained by me during the course of my volunteer efforts.
5. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
6. Employer may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief and any other legal remedies available for any breach.
7. I acknowledge that I have read and fully understand this Non-Disclosure and Confidentiality Agreement and that I am signing it voluntarily.

Signature

Date: _____