

**APPROVED 9.11.2023**

**RESOLVE NEW ENGLAND, INC.**

**CONFIDENTIALITY and NONDISCLOSURE AGREEMENT**

I, \_\_\_\_\_ recognize and acknowledge that while serving as a [Director / Employee / Volunteer] of Resolve New England, Inc. (“RNE”), I may have access to some or all the following nonpublic, proprietary and/or confidential information prepared or held by RNE:

business records and plans; employee information including employee health, compensation, personnel information, and background check information and other personal identifying information; client information including, but not limited to, information obtained during group discussions about family, health, medical, insurance coverage and any other matters pertinent to RNE services and support including personal identifying information; funder and donor information, including organizational, funder and individual names, personal identifying information, financial and other giving records; proprietary products and services, technology, research, programs, financial information and statements, bank records, accounting records, tax returns and other submissions to taxing authorities, business records data, and corporate books and records; prepared by, or held by RNE; computer, social media, electronic database and other technology credentials, passwords, and log in information (altogether “**RNE Confidential Information**”).

**I am obligated to maintain the confidentiality of all RNE Confidential Information.** I recognize and acknowledge that all off-site RNE Confidential Information in my possession, including copies, must be returned or destroyed immediately upon conclusion or termination of my service with RNE. I further recognize and acknowledge any RNE Confidential Information on my personal computing devices, including my cell phone, must be deleted immediately upon conclusion or termination of my service with RNE.

In connection therewith:

- i. I will maintain the confidentiality and security of any and all RNE Confidential Information accessible to me in any manner or form;
- ii. I will not disclose any RNE Confidential Information to any outside parties without first obtaining consent from RNE during my services or thereafter;

- iii. I will not use any RNE Confidential Information for my own benefit or to the detriment of RNE during my services or thereafter;
- iv. I will adhere to a reasonable expectation of security measures, including password protection for electronic devices, to protect all RNE Confidential Information maintained and/or accessed by me in connection with services provided.

Acknowledged and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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