

Confidentiality Agreement for Volunteers

During the course of your volunteer service and scope of duties with the Texas Master Naturalist Program, you may have access to confidential information and/or data (defined below) concerning resources, finances, volunteers, employees, and users. This requires a commitment to protect individual, program and sponsoring agency privacy and sensitive information. Unauthorized use of and/or disclosure of certain data and other sensitive information may create legal liability, put sensitive natural and cultural resources at risk, and cause a loss of public confidence in the program and its agency sponsors.

BY SERVING IN SUCH POSITIONS YOU AGREE NOT TO DISCLOSE CONFIDENTIAL INFORMATION TO PERSONS WITHIN OR OUTSIDE THE ORGANIZATION WITHOUT AUTHORIZATION FROM YOUR PROGRAM AND/OR CHAPTER LEADERSHIP OR SUPERVISOR (where applicable). FOR THE PURPOSES OF THIS AGREEMENT, CONFIDENTIAL INFORMATION INCLUDES, BUT IS NOT LIMITED TO:

1. Personal information, such as home addresses, email addresses, telephone numbers, Social Security numbers, driver's license numbers and birthdates of employees, volunteers, or customers, regardless of where stored, including the TMN VMS, sponsoring agencies or non-sponsoring agency's hosted electronic files and data systems (i.e. computers, phones, databases, spreadsheets, etc.) and passwords.
2. Information about the nature or location of any area, structure or feature (natural or man-made) that the program and/or agencies consider to be sensitive. This includes but is not limited to information on the location of archeological sites, non-publicized cave or cave-like features, or the location or data about endangered species.
3. Information or data stemming from conducting or assisting with archaeological site monitoring, surveys, testing and excavations; flora/fauna surveys and studies; and other scientific research conducted by a TMN Program or agency volunteer.
4. Proprietary information, including information related to revenue or revenue systems, data or data collection systems, or scientific or surveying processes.
5. Any other information deemed sensitive or confidential by the sponsoring agencies.

Please understand that it is everyone's responsibility to protect sensitive program and agency information during and after any term as a volunteer. Any unauthorized disclosure or use of data or information, physically or electronically, will be subject to disciplinary action including termination of membership in the program and/or other legal remedies available under applicable laws, program and/or agency policies and procedures.

August 15, 2016

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