



# THE NOT FORGOTTEN ONES Inc.

"Helping street kids, foster kids and fur kids find hope and a better life"

PO Box 694, Nerang Q 42

ABN 73 213 668 724

Tax File Number: 388 536 665

Phone Number: 0455 043 924

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## VOLUNTEER NONDISCLOSURE AGREEMENT

This agreement (the "Agreement") is entered into by The Not Forgotten Ones Inc. ("Organisation") and \_\_\_\_\_ ("Volunteer" insert name).

In consideration of the Volunteer's commencement with the organisation, the parties agree as follows:

### 1. Organisation's Information

In the performance of volunteer's job duties with the organisation, the volunteer will be exposed to the Organisations Confidential Information. "Confidential Information" means information or material that is commercially valuable to the Organisation and not generally known or readily ascertainable in the industry. This includes, but is not limited to:

(a) technical information concerning the organisations products and services, including but not limited to, product know-how, formulas, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda, and correspondence.

(b) information concerning the organisations business, including but not limited to; cost information, profits, sales information, accounting and unpublished financial information, business plans, markets and marketing methods, customer/volunteer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies.

(c) information concerning the organisation's employees and volunteers, including but not limited to, salaries, strengths, weaknesses and skills.

(d) information submitted by the organisation's customers, suppliers, employees, consultants or supporters and donators with the organisation; and

(e) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect the organisation's business.



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[www.tnfo.org.au](http://www.tnfo.org.au)



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## 2. Nondisclosure of Information

The volunteer shall keep the Organisation's Confidential Information, whether prepared or developed by the volunteer, in the strictest confidence. Volunteer will not disclose such information to anyone outside the Organisation without the organisations prior written consent. Nor will the volunteer make use of any Confidential Information for the volunteers' own purposes or the benefit of anyone other than the organisation.

## 3. Confidential Information of Others

The volunteer will not disclose to the organisation, use in the organisations business, or cause the organisation to use, any trade secret of others.

## 4. Return of Materials

When the volunteer's employment with the organisation ends, for whatever reason, the volunteer will promptly deliver to the organisation all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. The volunteer will also return to the organisation all equipment, files, software programs and other personal property belonging to the organisation.

## 5. Confidentiality Obligation Survives Employment/Volunteering

Volunteers' obligation to maintain the confidentiality and security of Confidential Information remains even after the volunteers relationship with the organisation ends and continues for so long as such Confidential Information remains a trade secret.

## 6. Signatures

The Volunteer has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect the organisations interests.

Volunteer:

\_\_\_\_\_ (Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date)

\_\_\_\_\_ (Typed or Printed Name)



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