

**Montrose Center for Arts
Volunteer Non-Disclosure Agreement**

This agreement applies to the volunteer known as _____ hereinafter known as the "Volunteer", associated with and/or involved in the activities or affairs of Montrose Center for Arts, hereinafter known as the "Art Center".

All data, materials, knowledge and information generated through, originating from, or having to do with Art Center or persons associated with its activities, including members, artists, patrons and vendors, is to be considered privileged and confidential and is not to be disclosed to any third party. This includes, but is not limited to; pages, forms, information, calendars, designs, documents, printed and digital matter, policies and procedures, conversations, messages (received or transmitted), resources, contacts, email lists, digital messages, newsletters, client, staff or public information is confidential and the sole property of Art Center.

In addition, this also includes, but is not limited to any information of, or relating to, Art Center's staff, artists, members, patrons, vendors, operations and activities. This privilege extends to all forms and formats in which the information is maintained and stored, including, but not limited to hardcopy, photocopy, digital form, automated and/or electronic form.

Member and patron information, including all file information, is not to be disclosed to any third party under any circumstances without the written consent of the Art Center.

Any disclosure, misuse, copying or transmitting of any material, data or information, whether intentional or unintentional, will subject Volunteer to disciplinary action, prosecution, and/or monetary damages according to the procedures set by Art Center and any applicable laws.

The signature of the Volunteer below acknowledges her / his agreement to the aforementioned terms.

Volunteer's Signature _____ **Date** _____

Print Name _____