

Confidentiality Agreement



It is the policy of Donate Life Northwest that the board of directors and employees of Donate Life Northwest may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Donate Life Northwest to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Donate Life Northwest has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for Donate Life Northwest. This policy is not intended to prevent disclosure where disclosure is required by law.

Members of the board, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be handled delicately in regards to any confidential information. In addition, directors and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board members term or upon the termination of an employee's, volunteer's or contractor's relationship with Donate Life Northwest, he or she shall return, shred or delete all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

The undersigned individual understands that Donate Life Northwest has no adequate remedy at law for a breach of this Confidentiality Agreement ("Agreement"). Therefore, the undersigned stipulates that any breach of the Agreement authorizes Donate Life Northwest to take appropriate action to protect its confidential information through court proceedings including, but not limited to, seeking an injunction from further breaches of the Agreement. The undersigned further understands that he or she may be liable for all damages which shall arise from any breach herein, together with interest, costs and attorney's fees. Any lawsuit filed pursuant to this Agreement shall be brought in Multnomah County, Oregon.

(Signed)

(Date)

(Print clearly)