



## CONFIDENTIALITY STATEMENT

Habitat for Humanity of Greater Nashville

This is to acknowledge that I have been informed of the following procedure for Habitat for Humanity of Greater Nashville, Inc. (hereinafter referred to as "Habitat") regarding the confidentiality of information provided to Habitat and any personal information of Habitat applicants, employees and volunteers.

- All Habitat records and information provided to or are retained by Habitat are confidential and employees and volunteers must treat all matters accordingly. No Habitat or Habitat-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of Habitat) may be removed from Habitat's premises without permission from Habitat. Additionally, the contents of Habitat's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose. Employees and volunteers must not disclose any confidential information, purposefully or inadvertently, to any person inside or outside Habitat without signed written consent.
- I acknowledge that by signing this document I am agreeing to abide by the terms of the Confidentiality Statement.

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Volunteer

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Date

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HFHGN staff

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Date