

**CONFIDENTIALITY AND  
NON-DISCLOSURE POLICY FOR  
VOLUNTEERS OR VENDORS**

During the course of volunteering or providing services as a vendor, a volunteer or vendor may receive or gain access to sensitive and confidential information. Volunteers and vendors must follow this Confidentiality and Non-Disclosure Policy (the “Confidentiality Policy”) regarding any confidential information and must not release, discuss, or share in any manner any confidential information except as stated in this Confidentiality Policy. Specifically, a volunteer or vendor may share Confidential information as needed with appropriate School or Parish employees, designated Catholic Schools Office Representatives, and designated Archdiocesan representatives.

Confidential Information means any information that is in the possession of, prepared by, obtained by, or compiled by the School, the Parish, the Catholic Schools Office or the Archdiocese which is not generally available to the public or that is not generally known outside of the School, including, but not limited to: student records (except to a school the child is transferring to or is applying to), medical and health information of students, personnel information, personnel file records, financial information of families, business plans, donor and prospective donor information, scholarship or grant applicant information, internal discussions and all other protected information that is not public. If this Confidentiality Policy is violated, the volunteer or vendor may no longer be permitted to volunteer or provide services on any Catholic School Campus.

This Confidentiality Policy does not supersede or interfere with any duty or obligation of the volunteer or vendor to make reports of abuse or neglect to the Texas Department of Family and Protective Services (TDFPS) and/or reports to any law enforcement agencies. Confidential information may be disclosed when cooperating with TDFPS and law enforcement agencies.

*I have read the above statement regarding confidentiality and agree to abide by it. Signed this*  
\_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name