

MISSION MOUNTAIN ENTERPRISES, INC.

Confidentiality Agreement

In accordance with the trust placed in us by the people that we serve, Mission Mountain Enterprises' board members, and employees, are responsible for maintaining the confidentiality of the data with which they work and for keeping data secure and accessible only to those who have rights to this information.

Because of the sensitive nature of information accessible to personnel within Mission Mountain Enterprises, all individuals that routinely have access to sensitive information that could be considered unusual or of interest to other individuals both inside and outside of the organization must meet the highest standards possible for managing the Organization's information in a secure and professional manner.

Every board member and employee at Mission Mountain Enterprises, Inc. is responsible for maintaining the confidentiality of data to which they may have access through privileged administrator rights. This includes protecting data from those who do not have authorization to see or access this information. No unauthorized user shall see, hear or use user data without the written permission of the person served or staff member or as authorized in writing by the Chief Executive Officer with the authority to grant access. All staff members also have responsibility for securing confidential information both while it is in use by authorized users and when it is stored or archived.

Mission Mountain Enterprises, Inc. board members, and employees, may not disclose confidential information in any manner of communication, e.g. by file transfer, through written and oral communication, or other means of disclosure. The act of intentionally accessing data and information or causing information to be compromised through gross negligence will be grounds for immediate dismissal.

I have read the above agreement and understand the condition of employment, contracted services, volunteerism, or board membership.

Employee Name (Printed)

Date _____

Employee Signature

Manager/Supervisor

Date _____