Internship/Volunteer Confidentiality/Nondisclosure Agreement

Thank you for being an Volunteer/Intern with WVIA Public Media. We are very grateful for your commitment and look forward to contributing to your education in this field. As part of your important work with WVIA you may be dealing with personal and sensitive information. This agreement is designed to inform you about that protected information, and your signature indicates that you understand the importance of keeping this sensitive information within the organization.

This agreement (the "Agreement") is entered into by WVIA Public Media ("WVIA") and _____ ("Volunteer/Intern").

In consideration of the start of Volunteer/Intern's involvement with WVIA the Volunteer/Intern and WVIA agree as follows:

1. WVIA's Confidential Information

In the performance of Volunteer/Intern's job duties with WVIA, Volunteer/Intern may be exposed to WVIA's Confidential Information. "Confidential Information" means information or material that is valuable to WVIA and not generally known or readily ascertainable. This includes, but is not limited to:

(a) information about WVIA's members and partners;
(b) information concerning WVIA's financials and accounting;
(c) information concerning WVIA's Staff and Volunteer/Interns;
(d) information regarding WVIA programming and production;
(e) information regarding WVIA's policies and procedures;
(f) any other information not generally known to the public which, if misused or disclosed, could reasonably be expected to adversely affect WVIA

2. Nondisclosure

Volunteer/Intern shall keep WVIA's Confidential Information, whether or not prepared or developed by Volunteer/Intern, in the strictest confidence. Volunteer/Intern will not disclose such information to anyone outside WVIA without WVIA's prior written consent. Nor will Volunteer/Intern make use of any Confidential Information for Volunteer/Intern 's own purposes or the benefit of anyone other than WVIA.

However, Volunteer/Intern shall have no obligation to treat as confidential any information which:

(a) was in Volunteer/Intern 's possession or known to Volunteer/Intern, without an obligation to keep it confidential, before such information was disclosed to Volunteer/Intern by WVIA;
(b) is or becomes public knowledge through a source other than Volunteer/Intern and through no fault of Volunteer/Intern; or
(c) is or becomes lawfully available to Volunteer/Intern from a source other than WVIA.

3. Return of Materials

When Volunteer/Intern's time with WVIA ends, for whatever reason, Volunteer/Intern will promptly deliver to WVIA all originals and copies of all documents, records, software programs, media and other materials containing any Confidential Information. Volunteer/Intern will also return to WVIA all equipment, files, software programs and other personal property belonging to WVIA.

4. Confidentiality Obligation Survives Volunteer/Intern's Time at WVIA

Volunteer/Intern's obligation to maintain the confidentiality and security of Confidential Information remains even after Volunteer/Intern's experience with WVIA ends.

5. Signatures

Volunteer/Intern has carefully read all of this Agreement and agrees that all of the restrictions set forth are fair and reasonably required to protect WVIA's interests. Volunteer/Intern has received a copy of this Agreement as signed.

Volunteer/Intern:

_____ (Signature) Date: _____

_____ (Printed Name)

Revised 11/13