

Confidentiality Agreement

This Confidentiality Agreement ("Agreement") is entered into by and between Red Cedar Zen Community ("RCZC") and _____ ("Receiving Party") for the purpose of preventing the unauthorized disclosure of confidential personal Information.

The parties agree that when performing essential RCZC functions such as retrieving mail, depositing checks, and conducting business as a participant of the board, membership or financial workgroups or as a registrar, Receiving Party will have access to personal information such as individuals' checking or savings account numbers, amounts of donations and pledges, notices of insufficient funds for transactions with RCZC, and other personally identifiable information not lawfully accessible from publicly available information.

Receiving Party shall hold and maintain this personal information in strictest confidence for the sole and exclusive purpose of performing the functions of their assigned role at RCZC.

The provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold confidential personal information in confidence shall remain in effect until the confidential personal information becomes publicly known through no fault of the Receiving Party or until RCZC sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

Signature of Receiving Party

Typed or Printed Name of Receiving Party

Date