



# CONFIDENTIALITY AGREEMENT

**THIS CONFIDENTIALITY AGREEMENT** is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_ whose current residence is \_\_\_\_\_ and FIRE International Fellowship of Churches and Ministers, Inc., whose local office is located at 4507 Frederick Avenue, Baltimore, MD 21229. Last Four of my SSN: \_\_\_\_\_

I hereby agree as follows:

## **FIRE INTERNATIONAL FELLOWSHIP OF CHURCHES AND MINISTERS, INC.:**

FIRE International Fellowship of Churches and Ministers, Inc. is a non-profit organization. It is committed to quality and service in every aspect of its business. I understand that FIRE International Fellowship of Churches and Ministers, Inc. looks to and expects from its employees and agents a high level of competence, cooperation, loyalty, and integrity. I understand that as an agent of FIRE International Fellowship of Churches and Ministers, Inc., I will have substantial contact with FIRE International Fellowship of Churches and Ministers, Inc. clients and/or members and potential clients and/or members.

I further understand that all services performed and information obtained shall be the sole property of FIRE International Fellowship of Churches and Ministers, Inc. All checks or bank drafts received by me from any clients and/or members that is intended for FIRE International Fellowship of Churches and Ministers, Inc. shall be made payable to FIRE International Fellowship of Churches and Ministers, Inc. and delivered for deposit to FIRE International Fellowship of Churches and Ministers, Inc.

## **DUTIES:**

I shall comply with all organizational rules, procedures and standards governing the conduct of employees and agents and their access to and use of FIRE International Fellowship of Churches and Ministers, Inc.'s property, equipment and facilities. I understand that FIRE International Fellowship of Churches and Ministers, Inc. will make reasonable efforts to inform me of the rules, standards and procedures which are in effect from time to time and which apply to me.

## **MANAGEMENT:**

FIRE International Fellowship of Churches and Ministers, Inc. may manage and direct its business affairs as it sees fit, including, without limitation, the assignment of clients and/or members, notwithstanding any employee or agent's individual interest in or expectation regarding a particular individual or organization.

## **ACKNOWLEDGEMENT:**

All Confidential Information is proprietary. Any disclosure or unauthorized use thereof may cause irreparable harm.

### **USE OF CONFIDENTIAL INFORMATION:**

The FIRE employee/agent shall:

- (i) Use the Confidential Information only in connection with the Permitted Use.
- (ii) Disclose the Confidential Information only to the FIRE International Fellowship of Churches and Ministers, Inc. Presiding Prelate, employees and advisors who need to know the Confidential Information to accomplish the Permitted Use.
- (iii) Safeguard the Confidential Information with the highest degree of care to avoid unauthorized disclosure; as the employee/agent would wish to protect his/her own Confidential Information of a similar nature; but in no case less than reasonable care.
- (iv) Bear responsibility to ensure that any agents or employees that have access to the Confidential Information will, prior to being provided with any or all of the Confidential Information, agree to be bound by the terms of this Agreement.
- (v) Shall not use or provide such Confidential Information in any respect or at any time to a third party.
- (vi) Hold all of the Confidential Information in strict confidence, and, except as expressly set forth herein, will not disclose such Confidential Information to any third person(s) (which term as used in this Agreement will be broadly interpreted to include without limitation, any corporation, company, group, church, agency, or individual).

### **UNAUTHORIZED DISCLOSURE OF CONFIDENTIAL INFORMATION:**

While working as an agent of FIRE International Fellowship of Churches and Ministers, Inc. and thereafter, I shall not, directly or indirectly, disclose to anyone outside of FIRE International Fellowship of Churches and Ministers, Inc. any Confidential Information or use any Confidential Information (as hereinafter defined) other than pursuant to my association for the benefit of FIRE International Fellowship of Churches and Ministers, Inc.

The term "Confidential Information", as used throughout this Agreement, means any and all data or information not generally known outside of FIRE International Fellowship of Churches and Ministers, Inc., whether prepared or developed by or for FIRE International Fellowship of Churches and Ministers, Inc. or received by FIRE International Fellowship of Churches and Ministers, Inc. from any outside source. Without limiting the scope of this definition, Confidential Information includes any client files, personal information, any work or business information, financial or credit record, and any other record or information relating to the individuals past, present, or future

endeavors. All Confidential Information and copies thereof are the sole property of FIRE International Fellowship of Churches and Ministers, Inc.

Notwithstanding the foregoing, the term Confidential Information shall not apply to information that FIRE International Fellowship of Churches and Ministers, Inc. has voluntarily disclosed to the public without restriction, or which has otherwise lawfully entered the public domain.

**OBLIGATIONS:**

- a. I agree to counsel individuals of FIRE International Fellowship of Churches and Ministers, Inc. (this includes members and non-members) as directed by the Presiding Prelate of FIRE International Fellowship of Churches and Ministers, Inc.
- b. I agree to hold in the strictest of confidence all counseling sessions that I have been privy to or a part of.
- c. I agree to hold in the strictest of confidence all personal information of all members of FIRE International Fellowship of Churches and Ministers, Inc.
- d. At any time upon request of FIRE International Fellowship of Churches and Ministers, Inc., I shall execute all documents and perform all lawful acts FIRE International Fellowship of Churches and Ministers, Inc. considers necessary or advisable to secure its rights hereunder and to carry out the intent of this Agreement.

**COMMITMENTS:**

- a. I agree to meet and thoroughly brief the Presiding Prelate or delegated authority regarding any discussions and/or disclosures regarding any and all counseling cases.

**TERMINATION:**

My association may be terminated by FIRE International Fellowship of Churches and Ministers, Inc. or me at any time, with notice.

**MISCELLANEOUS:**

- a. This Agreement shall be effective as of the date first signed and shall continue indefinitely.
- b. This Agreement may not be changed without the prior written consent of FIRE International Fellowship of Churches and Ministers, Inc.
- c. No previous or following associations, job positions or assignments shall relieve the individual of his/her obligations with respect to Confidential Information disclosed to that party.

- d. Each party warrants that it has the authority to enter into this Agreement and to lawfully make the disclosures contemplated hereunder.
- e. This Agreement contains the entire and only agreement between me and FIRE International Fellowship of Churches and Ministers, Inc. respecting the subject matter hereof and supersedes all prior agreements and understandings between us, as to the subject matter hereof; no modification shall be binding upon me or FIRE International Fellowship of Churches and Ministers, Inc. unless made in writing and signed by me and an authorized officer of FIRE International Fellowship of Churches and Ministers, Inc.

My obligations under this Agreement shall survive the termination of my association with FIRE International Fellowship of Churches and Ministers, Inc. regardless of the manner of or reasons for such termination, and regardless of whether such termination constitutes a breach of this Agreement or of any other agreement I may have with FIRE International Fellowship of Churches and Ministers, Inc. If any provisions of this Agreement are held or deemed unenforceable or too broad to permit enforcement of such provision to its full extent, then such provision shall be enforced to the maximum extent permitted by law. If any of the provisions of this Agreement shall be construed to be illegal or invalid, the validity of any other provision hereof shall not be affected thereby.

This Agreement shall be governed and construed according to the laws of Maryland, and shall be deemed to be effective as of the first day of my association and/or employment with FIRE International Fellowship of Churches and Ministers, Inc.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF ITS PROVISIONS AND THAT I AGREE TO BE FULLY BOUND BY THE SAME.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

STATE OF MARYLAND  
 COUNTY OF \_\_\_\_\_, to wit:

I hereby certify, that on this \_\_\_\_ day of \_\_\_\_\_, in the year 20\_\_\_\_, before the subscriber, a Notary Public of the State of Maryland, in and for \_\_\_\_\_, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to within the instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

\_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public  
 My Commission expires \_\_\_\_\_