



DIOCESE OF ALLENTOWN
SECRETARIAT FOR ADMINISTRATION
OFFICE OF HUMAN RESOURCES
POST OFFICE BOX F
ALLENTOWN, PENNSYLVANIA 18105-1538

Confidentiality Agreement

During my employment with the DIOCESE OF ALLENTOWN (DIOCESE), I may be given or have access to certain information described below which the DIOCESE wishes to remain private and confidential.

In exchange for being granted access to such information, and intending to be legally bound, I promise that during my employment and at all times thereafter, I will hold in strictest confidence and not use or disclose to any person, firm, corporation, organization, association or foundation, whether it be profit or non-profit, without the advance written authorization of the DIOCESE, any information, data, lists or documents relating to the services, projects, programs, costs, insurance, marketing, parishioners, donors, finances or business of the DIOCESE which are not generally known to the public including any such material developed by me ("Confidential Information"), except as such disclosure or use may be required in connection with my work for the DIOCESE. I further agree to limit the distribution of Confidential Information to employees and/or representatives of the DIOCESE who need to know and disclose to such individuals only so much of the information as is necessary for me to perform my duties.

Upon request of the DIOCESE at any time, but in any event no later than the last day of my employment, I promise to deliver to the DIOCESE only, and shall not retain for my own use or for the use of any other party, the originals and copies of any and all Confidential Information, whatever form such information may take, which I may have at that time.

I understand that if I violate this Agreement during my employment, I will be subject to corrective action, up to and including immediate termination of employment. My violation of this Agreement at any time also would result in irreparable harm to the DIOCESE and I therefore consent to the enforcement of the provisions of this Agreement by injunction or other restraining decree in addition to any other remedies or damages available. In the event I am found to be in violation of this Agreement, I agree to reimburse the DIOCESE for any and all costs and attorneys' fees incurred by the DIOCESE in enforcing this Agreement.

WITNESS

EMPLOYEE

Date: _____