



Instructions for Democrats Abroad Confidentiality Agreement

Admin access to the Democrats Abroad Database and Website requires the member to sign the Confidentiality Agreement on page 3 below.

Here are the steps to be followed:

1. Requests for access must come from the Regional Vice-Chair or the Country Chair. For new country chairs, the request must come from either the outgoing chair or the Regional Vice-chair.
2. First, the new admin must sign the Confidentiality Agreement (see page 2) and scan it.
The scanned version is emailed to the requesting Country Chair or RVC, and the original paper copy is mailed to the DPCA Executive Director (see address in point 4. below)
3. The request, along with the signed Confidentiality Agreement, is sent to Gail Fagen at gail_fagen@democratsabroad.org along with the following information. (If it's easier, you can complete the checklist table and paste it into the email to [Gail](#))
 - a. Requester's name, country and position.
 - b. The country and/or chapters for the admin rights requested (for countrywide access, please indicate if access rights are needed for the whole country + all the chapters).
 - c. Admin's name and email address
 - d. Admin roles being requested – membership database, web content, and/or emailing. The admin can have one, two, or all three roles
 - e. Name of admin being replaced (=admin rights to be removed)
 - f. Changes needed to any @democratsabroad.org forwarding address
4. Mail the signed original of the confidentiality agreement to:
Democrats Abroad/DPCA
PO Box 15130
Washington DC 20003 USA



DEMOCRATS ABROAD CONFIDENTIALITY AGREEMENT

I, the undersigned, understand that all personal data of members of Democrats Abroad is confidential and may not be disseminated, made public or communicated to anyone other than to the officers, employees and agents of Democrats Abroad and the Country Committees and Chapters thereof (who are themselves under an obligation of confidentiality and non-disclosure) acting in the performance of their duties.

To the extent that I may come into possession of or obtain knowledge of the personal data of members of Democrats Abroad as a result of my activities with Democrats Abroad, I hereby irrevocably undertake and agree to:

1. maintain all such information (including email addresses, telephone numbers and the fact of membership in Democrats Abroad itself) confidential and further undertake not to copy for myself or to otherwise disclose any such information so acquired to anyone other than the officers, employees and agents of Democrats Abroad and the Country Committees and Chapters thereof acting in the performance of their duties;
2. use the Confidential Information only for the purpose of the conduct of business authorized by Democrats Abroad and in the performance of those duties assigned to me by Democrats Abroad and the Country Committees and Chapters thereof;
3. promptly return the Confidential Information to Democrats Abroad or destroy the same, without retaining any copy or extract of it in any form, upon completion of my activities with Democrats Abroad or upon the demand of Democrats Abroad;
4. indemnify Democrats Abroad and its officers, employees and agents for any and all damages arising as a result of the misuse of the Confidential Information by me, whether caused or permitted to be caused willfully, negligently or otherwise.

Read, agreed and signed

Date: _____

Signature:

Print Full Name:

Country Committee: _____

Country Office or Title: _____