



## Instructions for Democrats Abroad Confidentiality Agreement

Administrative access to the Democrats Abroad Membership Database and Website requires agreement to the attached Confidentiality and Non-Disclosure Agreement.

Here are the steps to be followed:

1. Requests for access must come from the Regional Vice-Chair (RVC) or the Country Committee Chair. For *new country chairs*, the request must come from either the outgoing chair or the Regional Vice-Chair.
2. Requests should be submitted via the on-line Admin Request form on the DA Wiki: <http://wiki.democratsabroad.org/display/MembDBCnda/>
3. All new website and membership administrators should carefully read, agree to, and sign the following Confidentiality Agreement form and **email a scan or photo image** of the signed document as a PDF, JPEG, or PNG file to the DA Helpdesk at [confagree@democratsabroad.org](mailto:confagree@democratsabroad.org)

Any questions on submitting the Admin Request form or Confidentiality Agreement can be addressed to the DA Help Desk at [helpdesk@democratsabroad.org](mailto:helpdesk@democratsabroad.org)



## 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 Confidential Information only for the purpose of conducting 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 my misuse of the Confidential Information, whether willful or negligent.

Read, agreed, and signed

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

Contact e-mail Address: \_\_\_\_\_

Country Committee: \_\_\_\_\_

Country Office or Title: \_\_\_\_\_