

**VOLUNTEER HANDBOOK**  
**ACKNOWLEDGEMENT OF RECEIPT OF**  
**CONFIDENTIALITY AGREEMENT**  
**2023-2024**

**Non-Disclosure of Information for CATHOLIC SCHOOLS**

This Confidentiality Agreement is effective between the undersigned and St. Helen Catholic School.

From time to time an employee, volunteer, Committee member, Board member, Staff member, (either paid or unpaid), may attend meetings or engage in other activities where sensitive and confidential information may be discussed or presented orally or in writing. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual outside of the immediate current and appropriate SCHOOL representative.

Confidential information means any information or material that is proprietary to or that is not generally known outside of the SCHOOL, including, but not limited to: proprietary parish information, proprietary school information, diocesan proprietary information, business plans; personnel information; donor and prospective donor information; scholarship or grant applicant information; internal discussions and other information that may be deemed proprietary; student records; health records, personnel file records, all protected records and all information of a sensitive proprietary nature.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior written consent of the Pastor or Principal of the school.

If any employee violates this Confidentiality Agreement, the employee may be subject to disciplinary action up to and including termination. If a volunteer violates this policy they may no longer be permitted to volunteer.

I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability.

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Signature

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Date Signed

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Printed Name

**VOLUNTEER HANDBOOK**

**ACKNOWLEDGEMENT OF RECEIPT OF  
TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)**

(See policy in another section of this handbook)

**2023-2024**

I, \_\_\_\_\_ (print name), volunteer of St. Helen Catholic School for the 2023-2024 school year, **acknowledge receipt of the Archdiocese of Galveston-Houston Technology Acceptable Use Policy (TAUP). I agree to abide by its terms and content. I understand I am responsible for being familiar with the content within (see Technology section within this handbook for AUP).**

The Archdiocese maintains the right to unilaterally amend or withdraw any policy or matter set forth herein at any time. Failure to abide by any of these policies may constitute grounds for dismissal from volunteering in any of the Catholic schools.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Signed