



## **CONFIDENTIALITY AGREEMENT**

In consideration of my involvement at Aeolian Hall, I understand the need for adherence with and respect for privacy and confidentiality of all business and personal information.

I commit to not disclose or share in any media, documents or information relating to the business of Aeolian Hall or any confidential information regarding its personnel during and after the termination of my involvement with Aeolian Hall.

Such confidential information or documentation may include personal information of our staff, students, volunteers, donors or members of the public that may be considered confidential to protect the privacy of the individuals to whom the information relates.

I will not allow any unauthorized access by any additional persons to documents or information of a confidential nature and I will report any suspected breach of confidentiality to Aeolian Hall Management.

I understand that it is my responsibility to follow the guidelines of the Aeolian Hall, the El Sistema Aeolian Program, and the Aeolian Hall Musical Arts Association

I understand that if I do not comply with this agreement I will be subject to further action up to and including termination of my employment or volunteer association. I understand that non-compliance may also lead to legal action.

## **REVIEWED & ACCEPTED**

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NAME, the Employee

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Date (MM/DD/YYYY)