



CONFIDENTIALITY AGREEMENT

AGREEMENT made this _____ day of _____, 20____, by and between the ROMAN CATHOLIC DIOCESE OF PENSACOLA-TALLAHASSEE ("Diocese") and _____, of Pensacola, Florida ("Employee").

WHEREAS, Employee has been hired by the Diocese to provide certain duties and responsibilities ("services"); and

WHEREAS, as part of providing such services, Employee will have access to certain confidential or proprietary information of the Diocese; and

WHEREAS, the Diocese and Employee believe that it is in the best interest of the Diocese and the Employee to execute a Confidentiality Agreement in order to address and protect the confidential nature of the confidential and proprietary information which will be provided by Diocese to Employee in conjunction with the providing of the above-referenced services;

NOW, THEREFORE, THE ABOVE PREMISES CONSIDERED, the parties agree as follows:

1. Diocese and Employee acknowledge that in the course of the providing of said services, Employee will have access to substantial information about the Diocese's parishioners, customers, employees, financial matters, and/or business operations and affairs, which information is confidential, proprietary, and not generally known to the public. Diocese and Employee agree that all such information provided to Employee, or as to which Employee obtains knowledge during the providing of services, are, and will be treated by Employee, as confidential.
2. For purposes of this Agreement, confidential information includes any and all information relating to the parishioners, volunteers, employees, clergy and religious, financial matters, business practices, procedures, operations or affairs of the Diocese, including any and all other information of or concerning the Diocese or its agents or representatives, which is not publicly known.
3. Confidentiality. All additional information provided by Diocese to Employee, or as to which Employee obtains information or knowledge during the providing of services by Employee to the Diocese, is and will remain the property of the Diocese. During and after the providing of Employee's services to the Diocese, Employee shall treat all such information as confidential and proprietary, and shall not disclose such information to any other person or entity. In addition, at the end of the providing of Employee services to the Diocese, or upon request by the Diocese, Employee will immediately deliver to the Diocese any and all confidential information in Employee's possession or control, including any materials in any form containing any confidential information.

