



## Confidential Disclosure Agreement

It is the policy of Citizens United for Research in Epilepsy, doing business as CURE Epilepsy (CURE Epilepsy), that as a volunteer or employee of CURE Epilepsy, I will not disclose confidential information belonging to, or obtained through my affiliation with, CURE Epilepsy to any person, including my relatives, friends, and business and professional associates, unless CURE Epilepsy has authorized disclosure. I understand that after five {5} years from the date of this Agreement, I shall be relieved of all obligations under this Agreement.

I agree to protect all confidential or proprietary information pertaining to business operations of CURE Epilepsy, including business and strategic plans, research-related documents and proposals, research or clinical information, clinical trial data, reports, contracts, grants or grantee information until made public by CURE Epilepsy, presentations, survey results, medical or peer review, patient records, patient health information or pictures, and personal health information conveyed in written or spoken communications. Furthermore, I agree to protect the confidentiality, privacy and security of information related to medical conditions of patients, staff, volunteers, other members of the greater CURE Epilepsy constituency and business, and any other private, confidential, sensitive, or proprietary information of CURE Epilepsy in any form (spoken, paper, electronic). I understand that I have an obligation to protect the Confidential Information that I may create, access, use or disclose as part of my responsibilities.

“Confidential Information” does not include any information or knowledge which: (i) is in the public domain through no fault of mine or any CURE Epilepsy employee or contractor; or (ii) is disclosed to me or a CURE Epilepsy employee or contractor lawfully by a third party who is not under any obligation of confidentiality. This policy is not intended to prevent disclosure where disclosure is required by law.

Confidentiality is the preservation of privileged information. I am cautioned to demonstrate professionalism, good judgment, and care always in handling any information related to CURE Epilepsy to avoid unauthorized or improper disclosures of confidential information. I shall not report opinions expressed in CURE Epilepsy meetings, nor shall I report independently on actions on committees or councils on which I serve. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, I will be sensitive to the risk of inadvertent disclosure and will, for example, refrain from leaving confidential information on desks, or personal computer screen or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons. I will not access, show, tell, use, release, e-mail, copy, give, sell, review, change or dispose of Confidential Information except as necessary to perform my responsibilities for CURE Epilepsy. I will delete all CURE Epilepsy Confidential Information from all electronic devices once it is no longer necessary to my responsibilities for CURE Epilepsy.

At the end of my engagement with CURE Epilepsy, I shall return, at CURE Epilepsy's request, all CURE Epilepsy property including personal computer and peripherals, external drives, documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in my possession.

Breaches of confidential information are subject to disciplinary action up to and including immediate removal from an advisory capacity.

I agree to abide by the above requirements and to inform CURE Epilepsy's Board Chair or Chief Executive Officer immediately if I believe any violation (unintentional or otherwise) has occurred.

Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Please check the appropriate box below:

- Board Member
- Committee or Council Member
- Volunteer
- Other (Specify) \_\_\_\_\_