



*In the Name of Allah The Gracious The Merciful*

**Islamic Association of the Tennessee Valley**

**Huntsville Islamic Center**

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Huntsville, AL 35816

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## **Non-Disclosure/Confidentiality Agreement**

Huntsville Islamic Center (HIC) Board members and the members of various committees are responsible for the security of all confidential information to which they have access. They have an obligation to maintain the confidentiality of sensitive information, documents and data concerning HIC and its members. Each of the members mentioned above shall not discuss or divulge internal HIC business, except to the extent necessary for the normal conduct of business.

This policy is not intended to impede normal HIC communication. Violation of this agreement constitutes grounds for removal from the responsibility.

### **Non-Disclosure Agreement**

I, \_\_\_\_\_, hereby agree to respect the privacy of the members of the Huntsville Islamic Center, and I agree to hold in confidence any information obtained through daily interaction or written records. I agree not to disclose any confidential information except as mandated by law or compelled by the legal system.

Information that I agree specifically to keep confidential includes, but is not limited to:

- Any information related to confidential executive session meetings
- Any information not available to the general populace or membership of HIC
- Any information explicitly labeled as confidential in its disclosure
- Any information obtained solely in my capacity as a HIC board and/or committee member, to be used solely in my capacity as an HIC board and/or committee member.

I agree to uphold confidentiality towards the members of HIC and any sensitive information of HIC. "Sensitive information" includes, but is not limited to, information explicitly labeled as "sensitive," and may apply to financial records of HIC, confidential communications between or on behalf of HIC board and/or committee members, or other information within the discretion of the HIC Board.

I agree to uphold confidentiality towards HIC and its members, even after term of service ends. Any information deemed confidential that is gained during one's service as an HIC board and/or committee member will remain confidential indefinitely.

If you are requesting information from HIC, please note that the HIC Bylaw limits the period for which information can be requested and prohibits copying HIC documents.

I am not engaged in or considering any legal action against the HIC. I will bring my observations to the HIC Board's attention promptly, and will not engage in any fact-finding effort. I will not use any HIC information for my private gain.

I agree to the Terms of this Agreement, and certify that I have read and understand the above Agreement. I further certify that the statements made herein are true and correct.

Name (Print): \_\_\_\_\_

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