



Confidentiality Agreement

As a CHADD volunteer, I understand the importance of protecting the confidentiality of CHADD member information. Having access to the CHADD database in order to manage our local member and nonmember lists is a privilege that must be protected.

I agree to follow the following rules when accessing the CHADD database:

1. All information from the database will be kept confidential.
2. The contact information may only be used to disseminate information related to CHADD and its activities.
3. Any emails sent to local members and nonmembers will utilize the Bcc (blind carbon copy) function. Under no circumstances will member email address information sent be listed in the TO or CC fields when sending group emails.
4. All group emails must include a way for people to unsubscribe from your mailing list.
5. Contact information and access to the database may not be shared with any other person, including CHADD members, unless he or she has signed this agreement and has been approved to access the database by the national office.
6. Contact information and access to the database may not be shared with any other individual, group or organization. No matter how good the cause, CHADD does not share its mailing list or email list.
7. Under no circumstances may CHADD contact information be used to promote any services, products or treatment of ADHD.

Any abuses of this policy will result in loss of access to CHADD's data base. Consistent abuse of contact information may lead to legal action.

Signature

Date

Print your name

Group Name

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