



## Intern Confidentiality and Non-Disclosure Agreement

This Confidentiality and Non-Disclosure Agreement (“Agreement”) is entered into by and between **Goodwill Industries of Tenneva, Inc.** (“Goodwill”) and the undersigned intern (“Intern”), effective as of the Intern’s first day of participation in a Goodwill internship program.

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### Purpose of Agreement

During the course of the internship, the Intern may have access to confidential, proprietary, or sensitive information belonging to Goodwill, its employees, donors, customers, program participants, or other stakeholders. The purpose of this Agreement is to protect such information and to establish the Intern’s responsibilities regarding its use and disclosure.

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### Definition of Confidential Information

For purposes of this Agreement, **“Confidential Information”** means any non-public information disclosed to or accessed by the Intern, whether in written, electronic, visual, oral, or other form, relating to Goodwill and its operations, including but not limited to:

- Financial information such as budgets, accounting records, audits, internal financial reports, donor and funding data, or pricing information
- Information related to information technology systems, cybersecurity, software, hardware, network infrastructure, access controls, data protection practices, or internal IT procedures
- Operational information, including internal processes, training materials, manuals, workflows, policies, procedures, and strategic or business plans
- Marketing, fundraising, grant, or donor strategies and materials not available to the public
- Non-public information related to employees, program participants, clients, or donors, excluding Social Security numbers, compensation details, and medical records to which interns are not authorized access
- Any other information that a reasonable person would understand to be confidential based on the nature of the information or the circumstances of its disclosure

Confidential Information does not include information that:

- Is or becomes publicly available through no fault of the Intern
  - Was lawfully known to the Intern prior to disclosure by Goodwill
  - Is disclosed with Goodwill’s prior written authorization
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### Obligations of the Intern

If the Intern has access to or learns of Confidential Information during the internship, the Intern agrees to:

- Use Confidential Information solely for purposes related to the internship



- Not disclose, share, copy, distribute, or discuss Confidential Information with any unauthorized individual or entity
- Access only those systems, files, or information necessary to perform assigned internship duties
- Protect Confidential Information using reasonable care and safeguards
- Immediately notify Goodwill of any known or suspected unauthorized access, use, or disclosure of Confidential Information

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### **Safety and Privacy**

The Intern acknowledges that maintaining the confidentiality of non-public information is an essential component of workplace, client, and organizational safety. Unauthorized disclosure or misuse of such information may create safety, security, privacy, or operational risks for Goodwill, its employees, program participants, donors, and facilities. The Intern agrees to comply with this Agreement as part of Goodwill's broader commitment to providing a safe, secure, and respectful environment.

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### **Return of Property and Information**

Upon completion or termination of the internship, or upon request by Goodwill, the Intern agrees to promptly return or securely destroy all Goodwill property and materials containing Confidential Information, whether in physical or electronic form.

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### **Duration of Confidentiality Obligations**

The Intern's obligations under this Agreement shall continue during the internship and after the internship ends, for as long as the information remains confidential.

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### **Intern Acknowledgment**

I acknowledge that I have read, understand, and agree to comply with this Confidentiality and Non-Disclosure Agreement.

**Intern Name (Printed):** \_\_\_\_\_

**Intern Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Goodwill Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_