

**Abingdon Elementary School  
Volunteer Non-Disclosure and Confidentiality Agreement**

The following information about Abingdon Elementary School programs and constituents shall not be shared with non-employees of Arlington County Public Schools:

- Personally identifiable information about parents, students, staff and other volunteers
- Student and staff information such as:
  - ◆ Lists of names
  - ◆ Mailing and email addresses
  - ◆ Phone numbers
- Academic, health, or other personal information

As a volunteer for Abingdon Elementary School, I understand and agree to the following:

- I am provided with this information in strict confidence to enable me to perform my functions as a volunteer.
- I will not share this information outside of the circle of staff and volunteers acting on behalf of Abingdon Elementary School.
- I will ensure the information I receive is kept safe and secure from any unauthorized access, which includes preventing access to any computer files, paper files or other media which contain Abingdon data.
- When my status as a volunteer is inactive, I will destroy all electronic copies and shred all paper copies of any data I have received.

---

Signature

---

Date