



CONFIDENTIALITY AGREEMENT

As a volunteer for the City of Kempner, I acknowledge that I may be exposed to confidential information. This includes, but is not limited to, employee background information, personnel records; insurance coverage, promotions and performance evaluations.

I understand that information processed is confidential, should not be discussed outside of the City Hall, and should only be discussed within the department on a “need to know” basis. I will not reproduce the confidential information nor use this information for any purpose other than the performance of my duties. I agree that I will not make any changes to my own personnel records or other records to which I may be granted access on any of the department owned systems.

The City of Kempner reserves the right to not continue to use your services if you in violation of this agreement.

City of Kempner

Employee /Volunteer

City Manager

Volunteer's Signature

Date: _____

Date: _____