

# GFDA Volunteer Confidentiality Promise

Adopted 4/15/26

Thank you for volunteering with the Great Falls Development Authority, Inc. (dba Great Falls Development Alliance or “GFDA”).

Our work depends on trusted relationships with businesses, entrepreneurs, partners, investors, and community members. In your volunteer work, at times you may have access to sensitive, personal, or confidential information that isn’t public yet. This Promise is a simple way to make sure you treat that information with care, respect, and discretion.

## What I agree to

As a volunteer, I will:

1. **Use non-public information only for my volunteer role.**

I won’t use it for personal benefit or to help another person or organization.

2. **Keep sensitive information private.**

I won’t share confidential details with friends, family, coworkers, employers, on social media, or in public settings.

3. **Share internally only when appropriate.**

If I need to share something to do my volunteer work, I’ll share it only with the designated staff or approved project team members.

4. **Be mindful of where privileged information is discussed.**

I will be careful discussing confidential information in public or shared spaces, where conversations may be overheard.

5. **Be careful with documents and devices.**

I will:

- Keep papers and notes secure (especially at events and in public places)
- Avoid copying, photographing, forwarding, or saving confidential files unless staff asks me to
- Use GFDA-provided tools/systems when available
- Let staff know right away if something is lost, mis-sent, or seems suspicious (like phishing)

6. **Social media and public information.**

I will not post or share any confidential information on social media or in public forums.

7. **Redirect questions I’m not meant to answer.**

If someone asks me about prospects, projects, incentives, or internal matters, I will direct them to a GFDA staff member.

8. **Speak up if I’m unsure.**

If I’m not sure whether something is confidential, I’ll pause and ask.

**9. Return or delete information when asked.**

When my volunteer service ends (or if requested), I'll return GFDA materials and delete/destroy confidential copies (notes, files, photos, downloads).

**What "confidential" means**

Confidentiality is the preservation of privileged information. Confidential information may include:

- Business leads or "projects in progress" (including site selection inquiries)
- Expansion/relocation plans, hiring plans, deals and projects not publicly announced
- Draft agreements, negotiations, or incentive discussions
- Non-public site/building details shared for planning
- Internal strategy, budgets, board materials, fundraising/investor information
- Personal information about staff, volunteers, partners, or community members

I understand this responsibility begins immediately and continues after my volunteer role ends, unless the GFDA confirms certain information is public.

I understand that breach of confidentiality could result in deals and projects being lost and/or legal ramifications for GFDA.

I further understand that failure to comply with this promise may result in termination of my volunteer role and could have other legal or ethical consequences.

**Acknowledgment**

I have read, understand, and agree to follow this Volunteer Confidentiality Promise.

Volunteer Name: \_\_\_\_\_

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

Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_