
Sample Confidentiality Agreement

Search committee

As a member of the **ABC Arts Organization** Executive Search Committee (hereinafter search committee), I recognize and accept my responsibility to protect the confidentiality of every prospect and candidate, the search process itself, and the deliberations of the search committee.

As a member of the search committee, I will have access to confidential information and materials related to the executive search, and with full knowledge of the critical importance of confidentiality to the integrity and success of the search process I hereby agree:

The deliberations of the search committee and any and all information relating to such deliberations, and all documents relating to the executive search and the work of the search committee, are confidential.

Search committee co-chairs, Jane Doe and Rob Snow, or their duly appointed designee, may disclose the process and status of the search committee's work to the public. I will not, unless otherwise directed or approved by the committee, disclose confidential information to any person or entity. However, I may disclose information about the process and status of the search committee's work which has been disclosed by the committee co-chairs or their designees.

Requests for information related to the selection and appointment of a new director for ABC Arts Organization should be directed to the Executive Search Committee, ABC Arts Organization, 123 Some Street, City, TX 77777 or by phone at 936-777-8888, or by email at jane@abcARTS.org.

The obligation to maintain confidentiality described within these paragraphs exists both during the period that the search committee is active and to a reasonable time thereafter as determined by a co-chair. The retention of search records shall be in compliance with institutional and any applicable legal guidelines, and the disposition of records in a manner which retains candidate confidentiality.

I may be removed from the search committee if I knowingly breach any of these confidentiality obligations. Such removal shall be by a majority vote of the search committee. I understand that, even if removed, these confidentiality obligations still apply.

I have read, understand, and agree to abide by all of the terms of this agreement as a condition of my service as a search committee member.

Executive Search
Committee Member

Date