



## CONFIDENTIALITY AGREEMENT

As an intern/extern/fellow/volunteer with the Arizona Prosecuting Attorneys' Advisory Council ("APAAC"), I understand that I am expected to adhere to the highest ethical standards. Accordingly, I, \_\_\_\_\_, have read and hereby agree to the following terms and conditions of my participation as an APAAC intern/extern/fellow/volunteer:

(1) I understand and agree that all information seen, obtained, reviewed, discussed, disclosed, or overheard during the course and scope of my duties as an intern/extern/fellow/volunteer must be treated as confidential, attorney work product, and/or privileged. Therefore, I understand and agree that I will not share or by any means impart this information, directly or indirectly, to any person not employed by APAAC or to any other organization or entity, unless prior authorization is received from the APAAC Executive Director.

(2) I understand and agree that I am prohibited from physically removing or otherwise transmitting any document, item, or material from APAAC property, to which I have access during the course and scope of my duties as an intern/extern/fellow/volunteer, unless I receive prior authorization from the APAAC Executive Director. When such authorization is provided, I agree to safeguard the information in or associated with the document, item, or material pursuant to my obligations in paragraph (1).

(3) I understand and agree to be governed by all APAAC personnel, ethics, prosecution, and equipment use policies and procedures, and the confidentiality provisions contained therein. These policies and procedures are available to me in APAAC Employee Handbook. I understand and agree that I am responsible for promptly reading and abiding by these APAAC policies and procedures.

(4) I understand and agree that any violation of this Confidentiality Agreement may result in immediate termination of my internship/volunteer position. APAAC will take all legal action necessary to remedy the misconduct and the wrongful breach of this Agreement.

(5) I understand and agree that, upon completion of my internship/externship/fellowship/volunteer position, I remain bound by the non-disclosure obligations in paragraph (1).

\_\_\_\_\_  
Signature of Intern/Extern/Fellow/Volunteer

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date