

Confidentiality and Non-Disclosure Agreement

MADISON COUNTY BOARD OF ELECTIONS

For County Board of Elections employees, temporary employees, and all persons working on behalf of the County Board of Elections in any capacity including a contractor, subcontractor, an independent contractor or an employee of the same.

The undersigned has read this agreement and I agree to comply fully with the following terms and conditions, based upon the consideration of my continued and future employment with or at the County Board of Elections.

As a County Board of Elections (hereinafter "CBE") employee, a temporary employee working for or at the CBE, or as a contractor, subcontractor, an independent contractor or an employee of the same, I agree that signing this Confidentiality and Non-Disclosure Agreement and fully complying with all the terms and conditions are requirements for working as an employee or in any other capacity at the CBE.

1. Under the provisions of North Carolina General Statute §163-82.10 certain information about voters that may be contained on their voter registration form and in the voter registration databases of both the State Board of Elections (hereinafter "SBE") and county boards of elections is confidential and not considered public record. That information is as follows:

- a. Drivers license numbers
- b. Full or partial social security numbers
- c. The birth date of the voter, but not the age
- d. Electronically-captured images of signatures of voters (may be viewed, but not reproduced)

2. Under the provisions of North Carolina General Statute §163-278.7(7) information as to any bank, financial, or safety deposit account numbers used by a candidate, committee or other entity required to file campaign finance reports and contained in such a report filed with the SBE or a county board of elections is confidential and not subject to disclosure.

3. Under no circumstances, while I am currently working at the CBE or at anytime in the future (even after I am no longer working with or at the CBE) should the information set out in the paragraphs above be disclosed by myself to any person in any form or format, unless it is to an SBE or county board of elections director, board member, precinct official, staff member or employee, temporary employee, a contractor, subcontractor, an independent contractor or an employee of the same that may be in need of that information to perform work or action on behalf of the SBE or a county board of elections. However, I may release such information pursuant to a lawful court order. In the case of any bank, financial, or safety deposit account numbers used by a candidate, committee or other entity, I may release such information to others as necessary to conduct an audit or investigation.

4. I understand that the Public Access Reporting Voter Registration Database and the North Carolina Campaign Report Search currently on the SBE website and available to

the public are limited in that they do not contain any confidential information. As such, I may refer members of the public to those sites for information. Or I may relate such information from those databases to members of the public.

5. I understand that other CBE and SBE files and databases may contain confidential information, as set out above, and I should not allow a person who is not a CBE or SBE board member, precinct official, staff member or employee, temporary employee, a contractor, subcontractor, an independent contractor or an employee of the same access to such files or databases or provide them confidential information from such files or databases, without approval from a CBE board member, SBE senior staff, or my supervisor.

6. I understand that addresses of certain voters may also be confidential by virtue of North Carolina General Statute §163-82.10 (d) where a person with a court order giving them protection from another or a person enrolled in the North Carolina Department of Justice Address Confidentiality Program may have any address information held by or contained in SBE or county board databases be considered confidential and not subject to disclosure. I agree not to disclose any addresses of voters that may be entitled to such protection.

7. I understand that if I have concerns, questions or doubts as to the release of information while employed with or at the CBE, I should be cautious and seek advice and counsel from my supervisor or SBE staff prior to releasing such information.

8. I also acknowledge that I have been provided a copy of this agreement.

AGREED, this _____ day of _____, 20__.

Signature

Name Printed

Capacity in which I work at the CBE (check one)

- Employee
- Temporary Employee
- Contractor, subcontractor, an independent contractor or an employee of the same

EMERGENCY CONTACT INFORMATION

PRECINCT OFFICIAL NAME _____

PERSON TO CONTACT IN AN EMERGENCY _____

PHONE NUMBER _____

NAME OF WORK PLACE _____

SECOND CONTACT _____

PHONE NUMBER _____

NAME OF WORK PLACE _____

ANY MEDICAL CONDITIONS THAT YOU WISH TO NOTE:

