

Garden Gate Ranch

Non-Disclosure Agreement (NDA)

Confidentiality & Protection of Residents, Staff, Operations, and Financial Integrity

At Garden Gate Ranch, confidentiality is essential to the safety, dignity, and healing of the women and families we serve. Every individual connected to GGR—**Board Members, Staff Members, Volunteers, Contractors, Guests, and Residents**—shares responsibility for protecting sensitive information and upholding the trust placed in this ministry. This includes safeguarding all **financial proprietary information**, such as donor data, internal budgets, financial reports, funding sources, and any other monetary or resource-related information not publicly disclosed.

This Non-Disclosure Agreement outlines the expectations and lifelong commitments required of all GGR Partners.

1. Purpose of This Agreement

The purpose of this Agreement is to safeguard:

- Garden Gate Ranch operations
- Resident identity and personal information
- Resident care details
- The location and security of the GGR safe-home
- **Financial proprietary information**, including donor information, internal financial data, budgets, and resource allocations

All GGR Partners are required to maintain strict confidentiality to ensure the safety and well-being of every resident and the integrity of the ministry.

2. Definition of Confidential Information

“Confidential Information” includes, but is not limited to:

- Safe-home address, directions, layout, or security details
- Identities or personal information of any resident
- Resident care plans, case details, or personal histories
- Internal operations, procedures, or organizational information

- **Financial proprietary information**, including donor identities, financial statements, internal budgets, funding sources, and non-public financial data
- Photographs, videos, or images of residents, staff, volunteers, or property
- Any information designated as confidential by GGR leadership

Confidential Information may be shared verbally, in writing, electronically, visually, or through observation.

3. Confidentiality Obligations

3.1 Safe-Home Location & Operations

GGR Partners must keep the safe-home location and all operational details strictly confidential. This includes:

- Not disclosing the address or directions
- Not sharing daily routines, schedules, or security procedures
- Not discussing internal operations without written approval from the CEO

3.2 Resident Identity & Care

GGR Partners agree to:

- Keep all resident identities private
- Protect all resident care information
- Avoid initiating conversation with residents in public
- If approached by a resident in public, respond respectfully
- If asked who the resident is, identify her only as “a friend”

3.3 Media, Photography & Public Communication

To protect residents and the ministry, GGR Partners may **not**:

- Participate in interviews with newspapers, TV, radio, podcasts, or online media
- Speak publicly on behalf of GGR without authorization
- Post or share any information about GGR operations, residents, or property on social media that hasn't already been shared. (can share social media post produced by GGR)
- Take photos or videos on GGR property or at GGR events without written approval
- Share photos of residents at outings without prior written consent from executive leadership

3.4 Financial Proprietary Information

GGR Partners must protect all financial information, including:

- Donor names, contact information, and giving history
- Internal budgets, financial reports, and accounting data
- Funding sources, grant information, and resource allocations
- Any non-public financial strategy or planning

This information may not be disclosed, copied, stored, or shared without explicit authorization.

3.5 Use of Confidential Information

GGR Partners agree:

- Not to use confidential information for personal benefit
- Not to disclose confidential information to any third party
- Not to copy, remove, or distribute confidential materials without authorization

4. Legal Remedies & Injunctive Relief

GGR Partners acknowledge that confidential information is **proprietary, sensitive, and essential to resident safety and organizational integrity**.

Garden Gate Ranch is entitled to:

- **Immediate injunctive relief** to prevent or stop any breach
- **All legal and equitable remedies** available under law

These confidentiality obligations apply:

- During involvement with GGR
- After involvement ends
- For life

5. Required Disclosure

If a GGR Partner is legally required (civil, criminal, or regulatory) to disclose confidential information, they must:

- Provide **prompt written notice** to GGR
- Allow GGR the opportunity to seek protective measures or waive compliance

6. Consequences of Breach

Violations of this Agreement may result in:

- Immediate termination of involvement with GGR
- Loss of access to GGR facilities and residents
- Legal action and potential liability in a court of law

7. Acknowledgment & Agreement

By signing below, the GGR Partner acknowledges:

- They have received, read, and understand this Agreement
- They agree to uphold all confidentiality obligations
- They understand these commitments are lifelong

Signature

Signed this day of: _____

Name: _____

Signature: _____

Mailing Address: _____

Email: _____

Phone: _____

Witness Name _____

Witness Signature _____

Date _____