*NATIONAL FEDERATION OF MUNICIPAL ANALYSTS MENTORING PROGRAM*

 *CONFIDENTIALITY AGREEMENT*

Building a trusting environment is the cornerstone of any successful mentor-mentee relationship. The promise of confidentiality allows a sense of trust to develop between the mentor and mentee over time, thus facilitating open and honest communication that will support a more effective partnership.

This confidentiality agreement is intended to assist you in detailing mutually agreed upon considerations that will serve as the foundation for your mentoring relationship.

The following list of suggested statements is intended to help you get started with developing a confidentiality agreement. You may accept these as they are, build upon them, or establish a completely new agreement. The important thing is that both partners concur with the confidentiality agreement.

1. What we discuss will stay between the two of us and will be held in the strictest of confidence, unless we explicitly agree that the information can be shared with others.
2. We agree to respect the other’s personal requests and to maintain confidentiality before, during, and after the mentoring period.
3. Add other additional conditions you both mutually agree to:

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Name of Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor’s Signature (may be electronic): \_\_\_\_\_\_\_\_

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

Name of Mentee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentee’s Signature (may be electronic): \_\_\_\_\_\_\_\_

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