

**NITHYANANDA YOGA UNIVERSITY**  
**VOLUNTEER APPLICATION & AGREEMENT FORM**

**AUTHORIZATION & RELEASE FORM - Signing the Following Releases Is A Condition of Participating in the Program.**

**NOTE: Each Volunteer Student Must Sign Their Own Separate Authorization & Consent Release Form and not on behalf of any other Volunteer, unless the Volunteer is a Minor and the Signer is Authorized to Sign on Behalf of the Minor.**

**Volunteer Application & Agreement**

**\*Required Fields**

**Legal Name\*:**

**Spiritual Name (if any):**

**Address\*:**

**Email ID\*:**

**Telephone No\*:**

*By providing my personal details such as contact details, phone number, address, email address and any other related details I provide to register as student Nithyananda Yoga University or in any other capacity, I agree to receive emails, phone calls, text messages or any other form of communication from Nithyananda Yoga University, its affiliates, staff, volunteers and any other person in association to facilitate its services, which may include, among other things, information on other classes and programs, promotions, newsletters, inspirational messages, registration information, any other service requests and suggestions, and tips about the Vedic/Hindu tradition. I understand that a student may opt out of any such method of communication at any time by using the UNSUBSCRIBE option on emails.*

**Please check (if applicable):**      **Sri Mahant**                      **Mahant**                      **Kotari Thanedar**

**Please describe why you want to be a volunteer.\***

**Attended Inner Awakening® or other 21+ day program ? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If Yes, which programs? (Please list all)**

\_\_\_\_\_  
 Signing the following releases is a condition of participating in the Volunteer Program.

**Release of Liability, Waiver of Legal Rights and Assumption of Risk**

I understand that I am a voluntary participant of the Volunteer Program (“Program”). To promote the immense benefit to me as a person and my life, in general, and with the deep desire to achieve fruition of my spiritual quest, I voluntarily offer my commitment of time to serve, to volunteer, and to spread the message and teachings of Sri Nithyananda Swami (“Swamiji”), as taught by Swamiji. I have read and hereby agree to the *Volunteer Integrity & Authenticity Declaration* (See Attachment 1). I have read and hereby agree to follow the further guidelines in the *2020 Nithyananda Archives Project Data Security Guidelines for NYU Volunteers* (See Attachment 2).

I agree to follow the teachings, philosophy, and the ideology of Swamiji and policies and guidelines of Nithyananda Yoga University and/or the Program. I understand my participation in the Program is at the sole and absolute discretion of the Program Organizers.

I hereby certify that I am not suffering from any physical, mental, or psychological disorders or taking any medicines for any physical, mental, or psychological disorders that would interfere with my ability to participate in, or benefit from the Volunteer Program, or volunteer my services as a volunteer in the future. I also state that I am physically and mentally

capable of carrying out the meditations, yoga practices, kriyas, diets, techniques and other activities during my volunteering services.

For myself, my heirs, executors, administrators, legal representatives, assignees, and successors in interest (collectively "Successors") I HEREBY WAIVE, RELEASE, DISCHARGE, HOLD HARMLESS, AND PROMISE TO INDEMNIFY AND NOT TO SUE the Releasees as defined below and all organizers, promoting organizations, property owners, public entities that are in any manner connected with the Program or event, and their respective agents, officials, other volunteers, and employees through or by which the event or Program will be held, (the foregoing are also collectively deemed to be Releasees), FROM ANY AND ALL RIGHTS AND CLAIMS INCLUDING CLAIMS ARISING FROM THE RELEASEES' OWN NEGLIGENCE TO THE MAXIMUM EXTENT PERMITTED BY LAW, which I have or which may hereafter accrue to me, and from any and all damages which may be sustained by me directly or indirectly in connection with, or arising out of, my participation I hereby acknowledge and agree that Nithyananda Yoga University in letting me volunteer, does not make any claims, promises or guarantees about the individual or group outcome of the Program.

For myself, and my Successors, I hereby agree to forever release, waive, discharge and covenant not to sue, Swamiji, aka Supreme Pontiff His Divine Holiness Nithyananda Paramashivam, ("Swamiji"), Nithyananda Dhyanaapeetam of St. Louis doing business as Nithyananda Yoga University (NYU), the Acharyas ("teachers"), their officers, directors, faculty, co-collaborators, administrators, spiritual head, volunteers and/or anyone else directly or indirectly involved in sponsoring, hosting, administrating, marketing, organizing, managing, or conducting the Program (collectively "Releasees") for any and all claims or demands arising out of any injury (including death), any form of mental distress, property loss, or other damages related to (i) my participation in the Program, including but not limited to injuries, losses or damages caused by the negligence or acts of the Releasees or others, or (ii) the condition of the premises in which the Program occurs, whether or not I am then participating in the Program.

I further agree to indemnify and hold harmless all Releasees from all claims, judgments, demands, or costs, including attorney's fees, incurred in connection with any action brought as a result of my participation in the Program.

I expressly agree that this waiver and release is intended to be as broad and inclusive as permitted by the laws of the State of Missouri, and that if any portion hereof is held invalid, the remainder shall continue in full force and effect.

I agree, for myself and my Successors, that the above representations are contractually binding, and are not mere recitals, and that should I or my Successors assert a claim contrary to what I have agreed to in this contract, the claiming party shall be liable for all expenses (including legal fees) incurred by Releasees in defending the claims. This contract may not be modified orally, and a waiver or modification of any provision shall not be construed as a waiver or modification of any other provision herein or as consent to any other waiver or modification. Every term and provision of this contract is intended to be severable. If any one or more of them is found to be unenforceable or invalid, that shall not affect the other terms and provisions, which shall remain binding and enforceable.

I understand that all blessings, instructions, teachings and suggestions made as part of the Program (or as part of any complimentary segment of the Program, such as but not limited to live Akashic Readings or Deekshas) are purely in a spiritual capacity and are not intended to be any sort of guarantee or definitive statement about the past, present, or the future. I understand that in connection with the Program, the Releasees do not make any claims, promises, or guarantees about the individual or group outcome of the Program or its related services.

My signature below affirms that I have read and understood the above waiver and release and that I voluntarily, freely and without duress agree to its terms, that I have the full right and authority to sign this form and that I am not a minor (unless my legal guardian signs this form below).

### COPYRIGHT & INTELLECTUAL PROPERTY

I understand that nothing by my participation in this Program shall be construed as conferring any license under the Terms of Use of any of Releasees or any third party's intellectual property rights, whether by estoppel, implication, waiver, or otherwise. Without limiting the generality of the foregoing, I acknowledge and agree that certain content available through this Program is protected by copyright, trademark, patent, or other proprietary rights by us and our affiliates, licensors, and service providers. I agree not to modify, alter, or deface any of the trademarks, service marks, copyrights, patents or other intellectual property made available by and/or Releasees in connection with this Program ("**Program Intellectual Property**"). I understand that all **Program Intellectual Property** is exclusively owned by Sri Nithyananda Swami. I agree not to use any of the trademarks or service marks or other content accessible through this Program for any purpose other than the purpose for which such content is made available to me. I agree not to defame or disparage Releasees, the **Program Intellectual Property**, or any aspect of this Program, or in any manner which in Releasees' reasonable judgment may diminish or otherwise damage Releasees' goodwill or reputation, including but not limited to in any manner which could be deemed unlawful, or which purpose is to encourage unlawful activities.. I agree not to adapt, translate, modify, decompile, disassemble, or reverse engineer this Program, the **Program Intellectual Property** or processes, methodologies or techniques used in connection with this Program. I shall not sell, modify, copy, reproduce, distribute, transmit, publish, display, post, or prepare any derivative works of the **Program Intellectual Property**, or any portion thereof other than uses agreed upon by NYU as per this Agreement obligate.

**Initials:** \_\_\_\_\_

If at any time or times I shall, either alone or with others, make, conceive, discover or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, secret or intellectual property right whatsoever or any interest therein, whether or not patentable or registrable under copyright or similar statutes or subject to analogous protections (collectively, “**Developments**”) that (a) relates to the operations or activities of Releasees or the Program or which may be used in relation therewith, (b) results from tasks assigned to me by Releasees or which may be used in relation therewith, or (c) results from the use of premises or personal property (whether tangible or intangible) owned, leased or contracted for by Releasees, such **Developments** and the benefits thereof shall immediately become the sole and absolute property of Sri Nithyananda Swami and its assigns, and I agree promptly to disclose in writing to the NYU all inventions, products, designs, drawings, notes, documents, information, documentation, improvements, works of authorship, processes techniques, know-how, algorithms, technical and business plans, specifications, hardware, circuits, computer languages, computer programs, databases, user interfaces, encoding techniques, software code, source code, libraries and other materials and innovations of any kind that I may make, conceive, develop or reduce to practice, alone or jointly with others, in connection with performing Services or that result from or that are related to such Services or on which such Services are dependent, whether they are eligible for patent, copyright, mask work, trade secret, trademark or other legal protection (collectively, the “**Innovations**”) at any time upon request of NYU. I agree that, to the fullest extent legally possible, all Innovations will be owned exclusively by Sri Nithyananda Swami as the sole and exclusive property. I hereby irrevocably assigns, transfers and convey to Sri Nithyananda Swami, and agree to irrevocably assign, transfer and convey to the Sri Nithyananda Swami all of My right, title and interest in the Innovations, including all worldwide patent rights (including patent applications and disclosures), copyright rights, mask work rights, trade secret rights, know-how, and any and all other intellectual property or proprietary rights (collectively, “**Intellectual Property Rights**”) therein. I agree, that at any time at the request of NYU, I will execute any documents and take any other actions as may be reasonably necessary, or as NYU and/or Sri Nithyananda Swami or their duly authorized agent may reasonably request, to allow Sri Nithyananda Swami to better perfect his interest and title in and to the Intellectual Property Rights and other legal protections for the Innovations. I hereby appoint the officers of the NYU as my attorney-in-fact to execute documents on my behalf for this limited purpose. I also hereby irrevocably transfer and assign to Sri Nithyananda Swami, and agree to irrevocably transfer and assign to Sri Nithyananda Swami, and waive and agree never to assert, any and all Moral Rights (as defined below) that I may have in or with respect to any Innovation, during and after the term of this Agreement. “**Moral Rights**” shall mean any rights to claim authorship of any Innovation, to object to or prevent the modification or destruction of any Innovation, to withdraw from circulation or control the publication or distribution of any Innovation, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether such right is called or generally referred to as a “moral right.” To the extent that I own or control (presently or in the future) any patent rights, copyright rights, mask work rights, trade secret rights, or any other intellectual property or proprietary rights that block or interfere with the rights assigned Sri Nithyananda Swami under this Agreement (collectively, “**Related Rights**”), I hereby grant or will cause to be granted to Sri Nithyananda Swami a non-exclusive, royalty-free, irrevocable, perpetual, transferable worldwide license (with the right to sublicense and assign) to make, have made, use, offer to sell, sell, import, copy, modify, create derivative works based upon, distribute, sublicense, display, perform and transmit any products, software, hardware, methods or materials of any kind that are covered by such Related Rights, to the extent necessary to enable Sri Nithyananda Swami to exercise all of the rights assigned to the Sri Nithyananda Swami under this Agreement. Furthermore, to the extent that Sri Nithyananda Swami and/or NYU’s use of any Innovations depends upon or incorporates any portion of my property, such as data, modules, components, designs, software, utilities, libraries, subsets, objects, processes, tools, models and specifications owned or developed by me prior to or independently from any Services (collectively, “**Dependent Rights**”), I hereby grant or will cause to be granted to the Sri Nithyananda Swami a non-exclusive, royalty-free, irrevocable, perpetual, transferable worldwide license (with the right to sublicense and assign) to make, have made, use, offer to sell, sell, import, copy, modify, create derivative works based upon, distribute, sublicense, display, perform and transmit any products, software, hardware, methods or materials of any kind that are covered by such **Dependent Rights**, to the extent necessary to enable Sri Nithyananda Swami to exercise all of the rights assigned to Sri Nithyananda Swami under this Agreement.

### CONFIDENTIALITY AGREEMENT

I acknowledge that as a volunteer, I may work with, have access to, or create information and materials in a variety of formats that are confidential or proprietary to NYU or the Releasee, where applicable, and information developed or learned by me during the course of or as a result of my association with NYU, or its partners’/affiliates, including but not limited to: financial and organization information, proprietary course material and curriculum, training material, think tank and brainstorming discussions, strategy, cost information, information discussed and shared at periodic organizer meetings, information discussed and shared at periodic volunteer meetings, information discussed and shared at teacher training workshops, sales information, donations, grants, business development initiatives, accounting information, accounting software/system, and unpublished financial information, products, designs, trade

secrets, methods, know-how, techniques, systems, processes, works of authorship, works of art, quotes, any content or information in books, books-related content, discourses, meditation techniques, meditation-related content, yoga postures, yoga-related content, rituals, rituals-related content, articles, images, audio, video, electronic media, software, software-related material, web content, online material, security information such as username, passwords, access codes, source codes and related information, information submitted by NYU's customers, suppliers, Volunteers, consultants or co-venture partners with NYU for study, evaluation or use, information and files related to NYU's legal affairs; business plans, marketing methods, customer lists, class rosters, student information, teacher information, projects, plans, proposals, devotee lists, donor lists, alumni lists, student lists, teacher lists, volunteer lists, client/participant lists, program registration information, temple visitors, donors, patrons, contact details, customer information, procurement processes, vendor/supplier information, a supplier and advertising strategies, and other information concerning the business and affairs of NYU, Swamiji, the volunteers and anyone else not mentioned here specifically, but who directly or indirectly are involved in the organization and management of NYU, and the Program which are not generally available to the public (hereinafter "Confidential Information") I acknowledge and agree that all Confidential Information and all physical embodiments thereof are the property of, and confidential to NYU. I hereby covenant and agree that I will not, during or following my service with NYU, use, publish, divulge, transfer, or disclose any of the Confidential Information to any other person or entity, either directly or indirectly, except as may be required in the ordinary course of performing my duties as a volunteer, and that I will use my best efforts to safeguard such Confidential Information from unauthorized use or disclosure. With regards to any such Confidential Information, provided to me or created or obtained by other means by me, I understand that the usage of such materials for any purpose other than related to the volunteering task is strictly prohibited. In addition, at all times, any and all rights and the possession of the Confidential Information, provided to me or created or obtained by other means by me, are agreed to be the sole and exclusive property of NYU and I shall immediately release and return any materials in my possession immediately upon completion of the related volunteering task or on being asked to stop volunteering. Upon confirmation of the materials being received back by NYU, I promise to immediately hand over any and all copies of such materials in my possession including but not limited to files and various forms of media in my computer and online storage drives, other electronic storage devices, which I have access to.

#### **COMPLIANCE WITH PROGRAM RULES & REGULATIONS**

The Releasees reserve the right to enforce reasonable rules and standards of conduct to facilitate the Program for my well-being and enjoyment as well as for the well-being and enjoyment of others. The Releasees reserve the right to terminate my participation in the Program at any time during the Program should my participation interfere with the interests of the other Program participants. I understand that if I display any disruptive, erratic and/or unstable behavior of any kind, Releasees may ask me to leave the Program and/or premises/Program location without notice at anytime. I promise to abide by any such requests.

I promise to abide by all of the directions of Releasees and to follow all accounting, legal, administrative and spiritual procedures and instructions set forth and amended from time to time, including any request from Releasees to stop serving as a volunteer in the future or to leave the Program. If I am asked to leave the PROGRAM and/or if I am asked to stop being a Volunteer, for any reason, I promise to abide by all of the directions of Releasees to satisfy any obligations I may have to any of the Releasees, including but not limited to fulfilling my financial commitments.

#### **CONSENT & RELEASE REGARDING RECORDINGS**

By signing this form, I hereby grant to NYU and anyone it designates the right to record me at any NYU event, by any means and in any format and media ("Recordings"). (Recordings also include any testimonials I submit to NYU.) NYU will own the Recordings, and I agree that it may utilize them however it wants to, in whole or in part, anywhere in the world, and in any format and media. I understand that NYU is not required to use the Recordings. I agree that NYU may use my name, likeness, voice and biographical information in connection with the Recordings, and I release NYU and its affiliates from any and all claims and causes of action that I may have now or in the future for defamation, invasion of privacy, or infringement of publicity or personality rights in connection with the Recordings. I represent that (a) I have the full right and authority to sign this form, (b) I am not a minor (unless my legal guardian signs this form below), and (c) the rights I grant to NYU under this form will not be limited by any other contract or obligation.

#### **CONTACT, NOTICES, AND COMPLAINTS**

In the event of any grievance, I agree to address any such grievance directly with NYU first to informally resolve any such grievance. Any notices, requests, complaints, grievances, claims, demands, inquiries, questions, comments, or other issues relating to the Program or this agreement shall be in writing and delivered to NYU by email to: [info@nithyanandayogauniversity.org](mailto:info@nithyanandayogauniversity.org).

**Initials:** \_\_\_\_\_

**GOVERNING LAW, FORUM, DISPUTES AND LEGAL FEES**

This agreement shall be governed by and interpreted solely in accordance with the laws of the State of Missouri and no other jurisdiction. Any dispute involving the parties to this agreement shall be brought solely within the State of Missouri and shall be within the exclusive jurisdiction of the courts of the State of Missouri, without giving effect to any choice or conflict of law provision or rule, whether of the State of Missouri or any other jurisdiction. The parties agree to submit to the exclusive jurisdiction and venue of the State of Missouri In all disputes arising out of or relating to this Agreement, or the relationship between the parties. If any portion of this agreement is found to be invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

MEDIATION: If any claim, dispute, or controversy arises out of, is based upon, or relates to this agreement or breach thereof, the Program or its related services, or my relationship with the Released Parties, and if the dispute cannot be settled through negotiation, I agree first to try in good faith to settle the dispute by non-binding mediation before resorting to arbitration or any other dispute resolution procedure authorized herein. The mediation shall be commenced by either party serving a written demand for mediation in the manner set forth below. The mediation shall be held in the State of Missouri before a mediator agreed upon by the parties.

BINDING ARBITRATION: ANY CLAIM, DISPUTE, OR CONTROVERSY ARISING OUT OF, BASED UPON, OR RELATING TO THIS AGREEMENT OR ITS BREACH, THE PROGRAM OR ITS RELATED SERVICES, OR MY RELATIONSHIP WITH THE RELEASED PARTIES (BUT NOT ANY CLAIMS FOR INJUNCTIVE RELIEF, AS SET FORTH HEREAFTER) SHALL BE SUBMITTED TO BINDING ARBITRATION UPON THE WRITTEN REQUEST OF ONE PARTY AFTER THE SERVICE OF THAT REQUEST ON THE OTHER PARTY. THE PARTIES SHALL APPOINT ONE PERSON TO HEAR AND DETERMINE THE DISPUTE. IF THE PARTIES CANNOT AGREE, THEN THE COURTS OF ST. LOUIS SHALL CHOOSE AN IMPARTIAL ARBITRATOR WHOSE DECISION SHALL BE FINAL AND CONCLUSIVE ON ALL PARTIES. THE SOLE AND EXCLUSIVE VENUE FOR THE ARBITRATION AND OR ANY LEGAL DISPUTE, SHALL BE ST. LOUIS, MO. BY INITIALING BELOW, I CONFIRM THAT I HAVE READ AND UNDERSTAND THE ABOVE, AND VOLUNTARILY AGREE TO BINDING ARBITRATION. IN DOING SO, I VOLUNTARILY GIVE UP IMPORTANT CONSTITUTIONAL RIGHTS TO TRIAL AS WELL AS RIGHTS TO APPEAL NOTWITHSTANDING THE ABOVE, IF INJUNCTIVE RELIEF IS NECESSARY TO PREVENT AN ONGOING BREACH OF THIS AGREEMENT (PARTICULARLY, BUT NOT LIMITED TO, CLAIMS TO PROTECT CONFIDENTIAL INFORMATION OR INTELLECTUAL PROPERTY RIGHTS), THE RELEASED PARTIES MAY SEEK INJUNCTIVE RELIEF IN ANY APPROPRIATE COURT. IN SUCH CASE, I AGREE THAT I WILL NOT BE DAMAGED BY AN INJUNCTION, TEMPORARY OR PERMANENT AND THAT MONETARY DAMAGES MAY NOT BE SUFFICIENT. ANY BOND REQUIRED BY ANY REQUEST FOR INJUNCTION SHALL BE STIPULATED TO BE ONE DOLLAR.

ATTORNEY’S FEES AND COSTS: In any claim of a breach of this agreement, I agree to pay all of the released parties attorney fees and costs. In the event of mediation or arbitration, I agree to pay all of the fees associated with such procedures, including but limited to the fees of mediators or arbitrators.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT PRIOR TO SIGNING IT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASED PARTIES.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ATTACHMENT 1

### VOLUNTEER INTEGRITY & AUTHENTICITY DECLARATION

*Integrity is you fulfilling the word and thought you give to yourself and to others and experiencing a state of Poornatva – completion with yourself and with life.*

*Authenticity is you being established and responding to life from who you believe yourself to be for yourself, who you believe yourself to be for others, and what others believe you to be for them.*

**The *tatva* (truth) of volunteering:**

Volunteering is the best way for enriching yourself and enriching others and living enlightenment. When you volunteer, whatever you offer as *seva* ("selfless service") to His Divine Holiness , His Divine Holiness' message and His Divine Holiness' spiritual mission enriches you and others and has you live *advaita*. Volunteering is the possibility of experiencing liberation from your individual limiting identity and experiencing expansion to the infinite cosmic identity.

### VOLUNTEER DECLARATION

I declare the following with authenticity and integrity:

- 1) I authentically cognize which is internally process, understand and declare the truth that whatever I offer as *seva* to His Divine Holiness, His mission and for spreading His message reaches the cosmic source of energy directly.
- 2) I authentically cognize which is internally process, understand and declare that volunteering is the possibility of experiencing liberation from my individual limiting identity and experiencing expansion into the infinite cosmic identity.
- 3) I authentically cognize which is internally process, understand and declare that volunteering is the best path for enriching myself, enriching others and living *advaita*.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 2020 Nithyananda Archives Project

## Data Security Guidelines for NYU Volunteers

### Sensitive Data Handling Procedures

Nithyananda Yoga University (NYU) policy requires that controls be in place to manage risk to the confidentiality, integrity and availability of sensitive photographs, video and audio footages and represent a minimum standard for protection of any footage or information made available to volunteers. Each individual who creates, uses, processes, stores, transfers, administers, and/or destroys sensitive NYU footage is responsible and accountable for complying with these standards and are subject to the terms and confidentiality restrictions set forth in the *Volunteer Application & Agreement* signed by Volunteer.

### Security Classifications

Categories of NYU information based upon intended use and expected impact if disclosed.

#### **Public**

Information intended for public use that, when used as intended, would have little to no adverse effect on the operations, assets, or reputation of NYU, or NYU's obligations concerning information privacy. Information typically found on the Internet.

#### **Internal**

Information not intended for parties outside NYU that, if disclosed, could have adverse effects on the operations, assets, or reputation of NYU, or NYU's obligations concerning information privacy.

#### **Sensitive**

Information intended for limited use within NYU that, if disclosed, could be expected to have a serious adverse effect on the operations, assets, or reputation of NYU, or NYU's obligations concerning information privacy.

**It is to be noted that the above classifications which are guidelines, all information are considered historic, extremely valuable and important for the prosperity of all humanity and part of the National Archives of SHRIKAILASA Nation. Every information should be handled with care, sensitivity and security.**

### Access

Only NYU volunteers who have authorization from the data owner(s), and have a signed Volunteer Application and Agreement on file, may have access to any video/audio footages. Any other disclosure of any footage requires the written approval of the appropriate Officer of NYU, in consultation with legal counsel as necessary. Things to remember when working with sensitive footage:

- As a general rule, volunteers are not allowed to share sensitive footage with anyone else who is not authorized by NYU (or to make unofficial copies of

footage that's been shared with them for the purpose of editing/reviewing before being shared as a university course or as a public webinar)

- Where access to sensitive footage has been authorized, use of such data shall be limited to the purpose required to perform work related to university.
- Volunteers will respect the confidentiality and privacy of individuals whose videos they may access, observe ethical restrictions that apply to the information they access, and abide by applicable laws and policies with respect to accessing, using, or disclosing information.
- Notification of a volunteer's termination or removal of authorized access to sensitive footage must be conveyed immediately to the NYU Archival Team.

### ***Usage, Transmission and Disposal***

The following controls are **required** when using sensitive information.

- Do not discuss or display it in an environment where it may be viewed or overheard by unauthorized individuals such as but not limited to coffee shops or airports.
- Recording or Storage of sensitive footages on mobile devices (i.e. removable media, mobile phones, laptops, tablets, etc.) is strictly prohibited unless approval is obtained from University
- For approved instances of sensitive footage residing on electronic devices, ensure destruction occurs as required by NYU
- Do not send any information regarding any questions you may have about the footages shared with you via email, instant message, chat or unsecured file transfer (such as FTP)
- Any discussion with team/project leads regarding information in the footage shared with you should happen only via Jira or through private calls/zoom sessions as authorized by NYU
- All information and any questions/concerns regarding footage shared for editing will be on Jira and will be viewable only by people who are working on the project
- Ensure the device (s) used for editing any footage has a 3-minute password lock.

**I CONFIRM THAT I HAVE READ AND UNDERSTOOD THESE DATA SECURITY GUIDELINES PRIOR TO SIGNING BELOW. I HEREBY AGREE TO STRICTLY FOLLOW THE ABOVE DATA SECURITY GUIDELINES. I UNDERSTAND IF I DO NOT FOLLOW THE ABOVE STATED DATA SECURITY GUIDELINES, I MAY NOT BE PERMITTED TO VOLUNTEER AND/OR MAY HAVE LEGAL RAMIFICATIONS FOR MYSELF.**

**Signature\*:** \_\_\_\_\_ **Date\*:** \_\_\_\_\_

**Signature of Parent or Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_