



Non-Disclosure Agreement

Between the Scientists in Parks participant, Stewards Individual Placements and National Park Service granting access to sensitive information



AmeriCorps



This document will be sent by Stewards to the SIP participant. Supervisors, please keep a signed copy for your records.

SIP Participant Name: _____

I, _____, hereby consent to this agreement in consideration for my being granted conditional access to certain United States government documents or materials containing sensitive information. I understand and agree to the following terms and conditions:

1. *“Sensitive” information* in this agreement is any information, the loss, misuse, or unauthorized modification of which could adversely affect the national interest, the conduct of federal programs, or the privacy to which individuals are entitled under Title 5 U.S.C. paragraph 552a.
2. Upon the execution of this agreement, I may be granted conditional access to the following types of sensitive information:
 - **Personally Identifiable Information (PII), such as addresses, phone numbers, social security numbers, and contact information for agency staff members, agency volunteers, agency partners, permit or lease holders, partners, or visitors.**
 - **Any information posted to the computer network drives of the agency and partner organizations.**
 - **Nature and locations of paleontological, archaeological, geological, historic, and other park natural and cultural resources.**
 - **Any proprietary information related to commercial and/or nonfederal activity on lands managed by the agency.**
 - **Any information relating to the agency that is not already in the public domain.**
3. I will not use, release, or disclose any sensitive information or data, in any form whatsoever, to any person or entity except as authorized by the park supervisor/technical representative. I will not take, alter, or convert such information to any use not specifically authorized under the agreement for my SIP position.
4. I will not seek access to sensitive information beyond what is required for the performance of my duties as a Scientists in the Parks/AmeriCorps participant.

5. I will ensure that my status as a SIP intern is known when seeking access to, and receiving sensitive information.
6. I will protect sensitive information in accordance with the provisions of 18 U.S.C. 641, 18 U.S.C. 1905, Public Law 96-511, 54 U.S.C. §100701 et. seq., and other pertinent laws and regulations governing the confidentiality of sensitive and privileged information. If I become aware of any improper use, release or disclosure of non-public information, I will advise the unit supervisor / technical representative as soon as possible.
7. I will surrender all written and electronic sensitive information given to me pursuant to this agreement, including my own notes upon completion or termination of my duties as a SIP participant, or upon the request of Stewards, NPS Contracting Officer, NPS Contracting Officer's Technical Representative, or my unit supervisor/technical representative.
8. I will submit any book, article, or other written work for general publication that is based upon any knowledge that I obtained while working as a SIP participant for review prior to submission for publication, to ensure that no sensitive information is disclosed. Prior to publication of said materials, I will have written approval by the National Park Service that there is no sensitive information in the materials that should not be released.
9. I understand that I am not authorized to speak on behalf of the agency where I am working and must obtain permission from the unit's Public Information Officer (P.I.O.) to grant interviews concerning the work that was performed under the terms of my SIP appointment.
10. Unless and until I am provided with a written release from this agreement, all conditions and obligations contained herein apply both during my period of conditional access and at all times thereafter.
11. I understand that any unauthorized use, release or disclosure of non-public information in violation of this agreement may subject me to administrative, civil, or criminal remedies as may be authorized by law.

Signed _____ Date _____
 (SIP Participant)

Reviewed/
 Approved By _____ Date _____
 (Site Supervisor)