



# OFFICE OF INSTITUTIONAL ADVANCEMENT CONFIDENTIALITY AGREEMENT

## Statement of Confidentiality and Responsible Use Policy for Volunteers

Confidentiality is a paramount consideration in the work done throughout the Office of Institutional Advancement at Virginia State University, whether in communications, alumni relations, or supporting fundraising activity. The department relies upon all persons with access to Institutional Advancement data to maintain strict confidentiality concerning information obtained during the conduct of their work. The purpose of this agreement is for student assistants, volunteers, advocates and other employees (intern, contractor, staff or faculty) of Virginia State University to understand their responsibilities to protect and safeguard the restricted use of confidential advancement and information technology data to which they have access during their working relationship with Institutional Advancement.

By signing this document, I agree to:

1. Respect the confidentiality and privacy of the individuals for whom I have been given access because of my role with the Office of Institutional Advancement. This includes using personal information exclusively for the purposes sanctioned by Institutional Advancement staff. All confidential information is to be held in trust and confidence and only used for approved purposes associated with performing the responsibilities of my job and may not be misused, stored, or processed for inappropriate purposes or disclosed to unauthorized persons.
2. To preserve the confidentiality of restricted use and confidential information by strict adherence to the Technology Services Confidentiality and Information Release Policies and Procedures.
3. Not share, distribute, or publish any personal or confidential information unless expressly directed to do so by Institutional Advancement staff.
4. Abide by all mail and/or solicitation controls as identified on the information provided to me by the Office of Institutional Advancement staff. I further agree to only use personal and confidential information to advance the mission of the Office of Institutional Advancement and Virginia State University. I may not use information for any personal gain and or outside organizations without the written and directly expressed approval from the President and/or his/her designee.
5. Store this information, whether in hard copy or electronic form, in an appropriate manner to reasonably prevent loss, unauthorized access or divulgence of confidential information. I will destroy hard copy or electronic reports either through shredding, file deletion, or other approved protective disposal methods. I understand such private materials do not go in trash or recycling bins.
6. Any inappropriate or unauthorized use or disclosure of confidential information to unauthorized persons will be subject to immediate disciplinary action, up to and including, termination (employees and student assistants) and/or legal action.

I have read, acknowledged, and understand this Statement of Confidentiality and Responsible Use for Volunteers and agree to abide by its standards of conduct.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**