

# Confidentiality Agreement – BGSU Volunteers

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The person identified below (the “Volunteer”) agrees that, in consideration of participating in University Alumni and Advancement activities, they must abide by the terms set forth in this document.

The Volunteer recognizes that efficient university advancement operations require the maintenance and management of extensive donor and prospect records. Electronic donor records, voicemails, emails, and/or paper files contain sensitive information that is shared with or developed by the Office of University Advancement on a confidential basis. These are not public records and may not be disseminated to others without the written permission of the Vice President for University Advancement. Staff and volunteers have an ethical obligation to respect the privacy of our donors and to protect and maintain the confidentiality of all information about donors, their family members, and friends. The Volunteer makes the following promises and agreements:

1. I understand the information in the Alumni/Development Database and in the Development and Foundation Office records is confidential and privileged information. Even though some of this information has been gathered from public sources, in its combined form it is the property of Bowling Green State University.
2. While serving as a volunteer for the University, the Foundation or the Alumni Association and at any time thereafter, I will not duplicate, discuss, or distribute the information contained in the alumni and development records or any other confidential information to which I have access.
3. Under no circumstances will I use this information for personal reasons, commercial use, or personal financial gain.
4. I understand the restrictions on use of the information. It cannot be stored on a separately maintained database and is the property of Bowling Green State University.
5. I will allow individuals on the list the chance to request exclusion from future mailings and communication.
6. I will dispose of or store the data in a secure manner.
7. If I am unsure whether or not a particular fact, matter, document, file or electronic record is covered by this confidentiality agreement, I will preserve confidentiality of the item in question until receiving clarification from the appropriate representative of the BGSU Alumni Association.

_____		_____		_____
Club/Network Name		Purpose of Request		Date
_____		_____		
Printed Volunteer Name		Date		
_____		_____		_____
Street Address		City, State		Zip
_____		_____		_____
Volunteer Signature		Date	Alumni & Development Employee Signature	Date

**CONFIDENTIALITY NOTICE:** This document and its attachments include privileged and/or confidential information. The requested report is to be used solely for the purposes consistent with the fundraising or other University advancement missions of Bowling Green State University. The information disclosed in this report shall remain the property of Bowling Green State University. Unauthorized disclosure, copying, or distribution of the report, including any attachments, is strictly prohibited. Once read, the report should be shredded or returned to The Bowling Green State University Office of University Advancement for appropriate disposal.