

CEDAVILLE UNIVERSITY
PHONATHON
Confidentiality Agreement

The Phonathon has been entrusted with highly confidential information regarding alumni, parents, students, and friends of the University. In response to this trust, the University insists on strict compliance of confidentiality when using such information by employees. This policy applies to all employees including part-time, temporary, contractual, and student assistants. Each employee is personally responsible for the protection of all information to which they have access while employed with the Phonathon. The responsibility for the protection of information entrusted to each employee is defined in the following agreement:

1. I agree that I will not, without prior consent of the University, disclose or use any confidential information regarding alumni, parents, students, and friends of the University. This applies to all information maintained by the University and its individual offices whether the information is in the form of printed materials, electronic data, or oral statements or any other format.
2. This confidential information is intended solely to further the fund-raising mission of the Phonathon and may be disclosed within the normal course of employment on a “need to know” basis only. I agree to maintain confidentiality of all information gathered during Phonathon.
3. Under no circumstances will I copy, distribute, or otherwise communicate this information without the prior approval of your supervisor.
4. I agree that I will not access the Viking Database from any computer (on or off campus) other than the computer station I utilize while I am working on Phonathon. I understand that Computer Services has the authority and ability to determine if I have accessed this database at any time and that if I do I will immediately be terminated.
5. Any breaches of this policy must be immediately reported to the Associate Vice President for Development.
6. I realize that failure to respect the confidential nature of all and any information used or acquired by the Phonathon may result in disciplinary action being taken against me, including termination from employment. I understand the University retains the right to pursue prosecution when misuse of information or resources is suspected.
7. This agreement does not supersede any disclosure required by law.

Print Name: _____ Date: _____

Signature: _____