

University of La Verne

UNIVERSITY ADVANCEMENT Employee/Volunteer Confidentiality Statement and Agreement

STATEMENT

As a University of La Verne (University) employee or volunteer working for and/or with the University Advancement (UA) office you may have access to Confidential Information (as defined below). The purpose of this Confidentiality Statement and Agreement is to define your duties and responsibilities regarding Confidential Information.

Confidential Information includes donor/prospect/alumni/student/parent/faculty/staff biographical information, giving history, financial information, information proprietary to other companies or persons, and any other information disclosed, made available, or known to you as a consequence of your employment or volunteer status and not generally known outside of UA. In the course of your employment duties and/or volunteer involvement, you may learn of, or have access to, some or all of this Confidential Information. This information is valuable and sensitive and may be protected by state and federal laws, including the Family Educational Rights and Privacy Act (FERPA). The intent of these laws and policies is to assure that confidential information will remain confidential and only be used as necessary for University operations to accomplish the University's mission.

As an employee/volunteer whose duties or functions may necessitate or involve access to Confidential Information, you are required to conduct yourself with personal and professional integrity and in strict conformance to applicable laws and University of La Verne policies governing confidential information. You are required to read, acknowledge, and abide by the principal obligations outlined below. The violation of any of these duties may subject you to discipline, including, but not limited to, termination of employment, civil liabilities and criminal prosecution.

AGREEMENT

In consideration of my employment and/or continued employment at the University, as well as the University's act and detriment in granting me access to Confidential Information (as defined above) for the purpose of performing my employment duties and/or volunteer functions, I acknowledge the sensitive nature of the Confidential Information, as well as the applicable laws and policies pertaining to Confidential Information, and agree as follows:

As a condition of and in consideration of your access to confidential University information through your assigned work, you promise that:

1. During my employment or volunteer activities, as well as the termination of such employment/activities, I will hold the Confidential Information of the University and other entities and persons in trust and confidence, and I will not access, use or disclose it in whole or in part, directly or indirectly, except as may be necessary in the performance of my duly authorized duties and activities on behalf of the University. I understand that disclosure could be highly damaging to the University, its donors and others.
2. I will use/access Confidential Information only as needed to perform my legitimate employment duties or volunteer functions within UA.
3. I will not remove from UA, divulge, copy, release, sell, loan, review, alter, or destroy any materials containing Confidential Information, in whole or in part, directly or indirectly, except as properly authorized within the scope of my employment duties or volunteer functions as a University employee/volunteer. Upon termination of any assignments requiring or authorizing my access to Confidential Information, I will immediately return to UA any materials containing Confidential Information within my possession or control.
4. I will not misuse Confidential Information or negligently handle Confidential Information.
5. I understand that my obligations under this Agreement will continue after I conclude my service as a University employee/volunteer.
6. I understand that I have no right or ownership to any Confidential Information, or any other matters, located or housed on University computers and peripherals and that the University may at any time revoke my access to such Confidential Information and University computers and peripherals.
7. I understand that I will be held responsible for any misuse, conversion or wrongful disclosure of Confidential Information caused by my actions and further understand that my failure to comply with this Agreement may subject me to discipline, including, but not limited to, termination of employment, civil liabilities and criminal prosecution.

By signing below, I witness my agreement to all the terms and conditions of this Confidentiality Statement and Agreement.

Employee/Volunteer Signature

Printed Name

Title/Role

Date