

GENESEO

SUNY Geneseo College Advancement Volunteer Confidentiality Agreement

Volunteers shall be appointed by the SUNY Geneseo College Advancement's Office of Alumni Relations. Volunteers may be given access to private, personal information about alumni and other constituents of SUNY Geneseo.

Volunteers are obligated to maintain the confidentiality of all information provided by the Office of Alumni Relations. Any personal information shared with a volunteer must not be shared or released to other persons.

As a volunteer of the College Advancement's Office of Alumni Relations, I agree to abide by the following guidelines:

- 1) I understand that all information provided is considered confidential.
 - a) Confidential information may include but is not limited to: name, mailing address, email, telephone, degree, dates of attendance, participation in officially recognized activities, event registration, event participation and philanthropic history.
 - b) The SUNY Geneseo College Advancement's Office of Alumni Relations is the sole determinate of what information will be shared with volunteers.
- 2) I am responsible for protecting all confidential information provided to me.
- 3) I will only use constituent data for its intended purpose.
- 4) I will report any unauthorized access to confidential data immediately to my staff liaison in the Office of Alumni Relations.
- 5) I understand that any inappropriate use of data provided will result in the termination of volunteer service.
- 6) I agree to adhere to any additional guidelines provided by the College Advancement's Office of Alumni Relations.

Print Name

Signature

Date

Affiliation(s)