



**Ursinus College
Confidentiality Agreement
For Volunteers**

Introduction

Federal and state laws require that the College take steps to safeguard the security and confidentiality of customer information. Our “customers” are students, alumni, parents of students, organizations, employees, and any other third party engaged in a financial transaction with the College. Information that must be safeguarded and maintained in a confidential manner is any information from our confidential and proprietary files and databases, including, but not limited to, records, reports, documents and other data containing nonpublic, personal information about a customer, whether in paper, electronic, or other form (“Confidential Information”).

Ursinus College is committed to complying with the law and to the ethical collection and use of Confidential Information in pursuit of legitimate institutional goals. Confidential Information is made available for limited purposes to certain volunteers who agree to maintain it in confidence. No Confidential Information accessed by a volunteer may be discussed or shared, either orally or in writing, with unauthorized individuals. All volunteers shall act in a professional and ethical manner and shall protect the College’s Confidential Information.

Agreement

I acknowledge that in the course of my volunteer activities I may have access to Confidential Information, whether or not labeled as “confidential.” Therefore, except as required by my activities, I shall not, either during or after my association with the Office of Advancement or Ursinus College, directly or indirectly use, publish, disseminate, or otherwise disclose to any third party, or use for personal gain, any such Confidential Information acquired in the course of my activities, without prior written consent of Ursinus College and its Office of Advancement.

Signature: _____

Date: _____

Print Name: _____