ALUMNI/DONOR DATABASE
CONFIDENTIALITY POLICY AND AGREEMENT

As one of several informational databases owned by Seattle University, the Alumni and Donor Database contains biographic, gift and other confidential information about our university alumni, donors, and friends. Having access to this information is an essential part of any effective advancement program because without a sufficient understanding of the needs and goals of prospects and donors, we would have a difficult time advancing Seattle University's educational and development goals.

With access to this information comes the duty of confidentiality. The data contained in and pulled from the Alumni and Donor Database is strictly confidential and proprietary to Seattle University. The departments requesting information and the individuals to whom the information is provided are jointly responsible for preserving the confidentiality of that information. By maintaining confidentiality, we preserve the trust of our constituents and we satisfy the university's obligations under federal and state privacy laws to ensure the confidentiality of our alumni and donor information.

The Alumni and Donor Database is maintained exclusively for purposes related to Alumni Relations and University Advancement programs. The information in the system must never be used for purposes other than legitimate university business. For example, you must never use the information to:

- Create labels or lists for vendor or political mailings.
- Locate friends or look up addresses or other information about individuals for a personal purpose.
- Give to outside parties or those who have not consented to this agreement.

If you are ever in doubt about the legitimacy of a use of data, you must contact the Director of Advancement Services for guidance or approval.

I have read and understand this Seattle University Alumni and Donor Database Confidentiality Policy and Agreement. I agree to strictly preserve the confidentiality of all information I access through the Alumni/Donor database. I understand and agree that my failure to comply with this Policy and Agreement may result in discipline, up to and including termination of my employment if the circumstances warrant termination.

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Sign and Print Name Date

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Department

Please return this document to:

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Fax: (206) 296-6136