

Western University
Western Advancement
Volunteer Confidentiality and Non-Disclosure Guidelines

Western University ("University") has a legal responsibility to protect the confidentiality of personal information collected during its fundraising and alumni relations activities as well as an ethical responsibility to respect the privacy of its student, alumni, donors and prospective donors.

You have been provided access to confidential personal information as needed for fundraising or alumni relations activities. This personal information must be maintained in the strictest confidence as outlined in the Volunteer Confidentiality and Non-Disclosure Agreement that was signed and returned to the University. This agreement acknowledges your responsibility to maintain confidentiality.

Personal information includes identifiable individual information and includes name, address, telephone number, email address, age, sex, race, religion, sexual orientation, marital/family status, or disability. It also includes educational, financial, medical or employment history and an individual's opinions or beliefs, as well as facts about, or related to, the individual

- You will not at any time during or after your volunteer relationship, disclose or communicate any personal information to any person or permit any person to examine, make copies of, or otherwise have access to any documents containing personal information other than those persons authorized by the University to have access to such information.
- When personal information must be discussed, you must use discretion to ensure that such conversations cannot be overheard.
- You can not keep copies of any personal information and can not transfer documents containing personal information via email, facsimile, mail, or any other method of delivery without authorization from the University to do so.
- Personal information to which you have access, is to be used only for genuine fundraising, alumni, or student related functions for and on behalf of the University and not for personal, commercial, political or any other purposes.

Unauthorized disclosure of confidential personal information is an offence and could also lead to the loss of donors or volunteers, significant loss of funds, damage to the reputation of the University and loss of future donors and volunteers.

If, in the course, of fundraising or alumni relations activities any questions are raised as to why you have access to this information, the above expectations and guidelines can be communicated. As a volunteer during your relationship with the University you can confirm:

- that a binding *Volunteer Confidentiality and Non-Disclosure Agreement* has been signed by yourself and a witness.
- the completed *Volunteer Confidentiality and Non-Disclosure Agreement* is stored with the University Advancement office of Western University.
- data is used with the utmost discretion, respect, and in the strictest of confidences.