

**Western University
Alumni Relations and Development
Volunteer Confidentiality and Non-Disclosure Agreement**

Western University (“University”) has a legal responsibility to protect the confidentiality of personal information collected in the course of its fundraising and alumni relations activities. Furthermore, the University has an ethical responsibility to respect the privacy of its donors and prospective donors.

In the course of my relationship with the University as a volunteer, I may come into possession of or have access to confidential personal information. Personal information means information about an identifiable individual 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.

I understand that such personal information must be maintained in the strictest confidence. As part of my volunteer relationship with the University, I hereby agree that I will not at any time during or after my 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, I will use discretion to ensure that such conversations cannot be overheard. I will not keep copies of any personal information and I will not transfer documents containing personal information via email, facsimile, mail or any other method of delivery without authorization from the University to do so. I understand that the personal information to which I will 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.

I understand that unauthorized disclosure of confidential personal information is an offence and could also lead to the loss of a major donor or donors or volunteers, significant loss of funds, damage to the reputation of the University and loss of future donors and volunteers.

SIGNED at _____ this _____ day of _____ 20_____.

Signature

Witness

Print Name

Print Name