



Saint John's
UNIVERSITY

ANNUAL FUND

Class and Fellows Volunteer Confidentiality Agreement

Purpose

To provide volunteers with an understanding of the standards regarding use of confidential information.

Guidelines

1. Information provided to volunteers about specific constituents (including personal, business, and giving information) is considered strictly confidential.

This information is to be used by volunteers solely in the performance of their duties as volunteers for Saint John's.

2. Information shared with volunteers should be done on a "need to know" basis.

Volunteer leaders are responsible for communicating this policy to other ambassadors at the time of transfer of confidential materials.

3. Information may not be transferred to any party outside the volunteer system without prior approval from SJU Institutional Advancement Staff.
4. The information received is not to be used for any purposes other than those for which it has been provided.
5. Use of confidential information to market or sell products or services, or use in the solicitation of funds or for programmatic purposes for any entity other than SJU, is expressly prohibited.
6. Proper disposal of confidential information includes shredding printed materials, deleting electronic files or returning the information to SJU.
7. All volunteers are required to adhere to this policy.

January 4, 2012