



# VCU

## **Confidentiality Agreement for Employees**

Attention: Blake MacIver, Executive Director of Advancement Services  
Box 842026, Richmond, VA 23284-2026  
Phone: (804) 828-6898 Email: maciverbc@vcu.edu

In addition to adherence to Virginia Commonwealth University's Confidentiality Agreement, I also agree to abide by the following policies with regard to access to the data and systems of the Office of Development and Alumni Relations. I understand that as a component of my employment with Virginia Commonwealth University I may be provided with confidential information regarding VCU alumni, donors, students, faculty and staff, as well as access to systems with such information. This privileged information is the property of Virginia Commonwealth University's Office of Development and Alumni Relations (DAR), and its confidentiality must be protected. This information must be released only as needed and only to perform the duties and responsibilities of my position, or as required by applicable law, including the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), the Freedom of Information Act (FOIA), the Code of the Commonwealth of Virginia and the Fair Credit Reporting Act, among other regulations. The information covered by this statement includes all forms of information (written, oral or electronic).

Alumni or donor information must be given only to DAR-affiliated employees or others working on behalf of DAR who have signed the DAR Confidentiality Agreement. Information given to an employee must be used for that person's work as an employee of the university and specifically in support of the job task requiring alumni/donor information. The privacy of any personal information that might be contained in the DAR database must be ensured. Information provided by the university, including lists of individuals or any personal information, must not be used by the university or anyone acting on its behalf for any purpose other than university business.

Information obtained from DAR or through access to DAR systems is explicitly for your use only. Sharing of this information with colleagues or volunteers in your unit must be preapproved by the director-level supervisor in your office, and each recipient must have a signed Confidentiality Agreement on file with DAR. If DAR data is provided to vendors, such as mailhouses, that vendor must be preapproved by the AVP of Advancement Operations, per the Use of University Data and Outside Applications Policy. Vendor approval forms and Confidentiality Agreements are available on the DAR intranet ([www.support.vcu.edu](http://www.support.vcu.edu)). Signed Confidentiality Agreements and vendor approval forms are entered as an attribute and attached to constituent records in RADAR for easy verification of signed agreements and approvals.

I have read the Advancement Services Data Access and Privacy Policy, the VCU Computer and Network Resources Use Policy and other related policies and understand that violation of any of the policies and practices described therein could be grounds for dismissal or disciplinary action, including loss of access to RADAR and all other DAR or university systems.

By signing below, I understand and agree that any information I receive will remain confidential and will be used only according to university and the Office of Development and Alumni Relations policy and solely for the benefit of Virginia Commonwealth University. I will ensure that the information (and any derivations) received is destroyed or returned as soon as the official purpose for the data is complete.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date