

Colorado College

Advancement Data Access and Compliance Statement

All information concerning prospects of, and donors to, Colorado College, whether in oral, written, electronic, magnetic, or print media form, which has been gathered and compiled by Colorado College's Division of Advancement and its related staff, is confidential.

This information is intended to be used solely to further the fundraising mission of Colorado College. Under no circumstances should any information be copied, distributed, or verbally communicated to anyone not affiliated with the Division of Advancement without prior approval.

All records relating to individuals and organizations are to be kept confidential. The vice president for advancement has sole responsibility for responding to requests which involve public records contained in confidential materials.

It is expected that individuals with access to development information understand their responsibilities with respect to use, interpretation, and distribution of that information and the consequences for misuse of data. The ability to produce appeals, reports, and mailings does not constitute automatic authority to do so. Unauthorized release or use of development information for any purpose is strictly prohibited and may result in suspension and/or termination of employment for the employees involved.

Upon termination of employment, the Advancement Data Access and Compliance Statement will be reviewed with the exiting employee to ensure his or her understanding that the confidentiality agreement, which he or she willingly entered into, extends past the separation date.

Responsibility: The granting of access privileges to the development database and development information carries with it an implicit bond of trust that you will:

- Not share information about individuals and organizations with unauthorized individuals;
- Not use the development database or development information for personal gain or to facilitate the personal gain of others;
- Store data and information under secure conditions;
- Make every reasonable effort to maintain privacy and security of information at all times;
- Not update or modify data and/or information beyond that which you have been authorized to maintain;
- Not remove any official record, report, file, or copy of an official record or report from the office where it is maintained except in the performance of official duties;
- Dispose of all data and/or information in all media in a secure fashion;
- Not share your system access and/or password;

- Be responsible for informing authorized volunteers about ethics and confidentiality for Colorado College, as well as for the secure storage and disposal of information they may require.

Advancement data access certification:

I, _____, acknowledge that in the course of my work activities at Colorado College I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged whether or not labeled or identified as “confidential.”

Except as required by my activities, I shall never, either during or after my employment with Colorado College, directly or indirectly use, publish, disseminate, or otherwise disclose to any third party, or use for personal gain any information acquired in the course of my activities without the prior written consent of the college.

I have read, understand, and agree to comply and follow the above guidelines. I understand that failure to do so may subject me to loss of access to the advancement database and/or other college systems, and/or disciplinary measures.

Name

Department

Signature

Date

Please return signed statement to the assistant vice president for advancement operations.