

**Data User Policy Statement
& Confidentiality Agreement**

**Division of University
Advancement**

POLICY STATEMENT:

THE UNIVERSITY OF NORTHERN COLORADO DIVISION OF UNIVERSITY ADVANCEMENT (UA) RESPECTS THE PRIVACY OF THE UNIVERSITY OF NORTHERN COLORADO (UNIVERSITY) ALUMNI AND ITS ASSOCIATED COMMUNITY AND IS COMMITTED TO GUARDING AGAINST THE UNAUTHORIZED USE OR DISTRIBUTION OF INFORMATION. UNIVERSITY ALUMNI AND OTHER CONSTITUENT RECORDS ARE PROPRIETARY INFORMATION MAINTAINED BY UA FOR OFFICIAL UNIVERSITY AND THE UNIVERSITY OF NORTHERN COLORADO FOUNDATION (FOUNDATION) USE AND ARE NOT RELEASED TO THE GENERAL PUBLIC OR BUSINESS COMMUNITY.

UNIVERSITY OFFICIALS MAY REQUEST ALUMNI OR DONOR LISTS AND INFORMATION MAY BE RELEASED BY UA ONLY IF THE INFORMATION IS TO BE USED FOR UNIVERSITY ACTIVITIES OR PROJECTS CONSIDERED TO BE OF A LEGITIMATE BUSINESS INTEREST AND THEREFORE APPROVED OR EXPRESSLY ENDORSED BY THE UNIVERSITY.

CONSTITUENT INFORMATION RELEASED TO UNIVERSITY OFFICIALS MAY NOT BE RETAINED, COPIED, REPRODUCED OR OTHERWISE DISTRIBUTED WITHOUT THE SPECIFIC CONSENT OF UA. INDIVIDUALS OR GROUPS MAY NOT USE INFORMATION FOR PERSONAL, COMMERCIAL, OR POLITICAL USE. ADDITIONALLY, INDIVIDUALS AND GROUPS ARE PROHIBITED FROM USING INFORMATION OBTAINED FROM UA FOR CREATING AND/OR MAINTAINING INDEPENDENT DATABASES. ALL DATA USES ARE MANAGED BASED ON THE LEGITIMATE BUSINESS INTEREST OF THE DATA RECIPIENT AND MUST BE APPROVED PRIOR TO DATA RELEASE.

I, _____, understand that information provided is of a confidential nature and agree that it is my responsibility to exercise the utmost diligence in protecting said information. As a condition of the release of information, I agree to the conditions of the above Policy Statement. My legitimate business interest is as defined below:

- Inform – Generally informed of gift and donation activity
- Acknowledge – Acknowledge gifts to college/department and steward donor relationships
- Financial information from the UNC Foundation – fund balance, additions, expenses, distributions, etc.
- Other – _____

Signature: _____

College/Dept.: _____

Date: _____