FGCU Alumni Association

Data Use and Confidentiality Agreement

For Alumni Volunteers

The FGCU Alumni Association will provide relevant information from the Florida Gulf Coast University Foundation, Inc., (“the Foundation”) to alumni volunteers to further the organization’s mission of strengthening alumni relationships between the Florida Gulf Coast University (“the University”) and its graduates. To ensure the confidentiality of the alumni data and protect the privacy of the graduates, it is important for alumni volunteer leaders to understand and adhere to proper use and protection of the information generated to meet their needs.

The information provided from the Foundation’s database is solely intended to accomplish the mission of the Alumni Association and, specifically, the stated purpose of the request. The data provided cannot be re-used, shared, distributed, or used in any way that might compromise the confidentiality of FGCU alumni data. It may not be used for commercial or political purposes or for the benefit of any other organization.

Data that may be provided to a current volunteer who requests a list for the purpose of involving alumni includes name, class year, hometown, alumni membership status, and phone number if there are plans to call alumni to get them involved. Any other information requested would be reviewed on a case-by-case basis.

Data that will not be provided includes: Alumni ID, UIN, giving information, e-mail addresses, financial data and information on any individual who has requested confidentiality.

Once the data is used for the intended purpose, the list should be deleted (if electronic) from the user’s computer or shredded (if the list in printed). The Alumni Association can shred the document if necessary.

Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand my responsibility in protecting the confidentiality of FGCU alumni data I receive and agree that all data will be used solely for the purposes as stated in each request. This agreement will stand for all future data requests I make to the FGCU Alumni Association in my role as an Alumni Association volunteer. I agree to comply with all state and federal laws pertaining to the use of this data.

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Name of Volunteer Unit (Chapter/Network/Committee/Board)

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Volunteer Title (Chairman/President/Officer/Committee Member)

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 Signature Date