



WILLIAM & MARY

OFFICE OF UNIVERSITY ADVANCEMENT

WILLIAM & MARY VOLUNTEER CONFIDENTIALITY STATEMENT

University Advancement volunteers offer significant outreach to reconnect alumni, individuals, and organizations to increase contributions and participation for William & Mary. All information disseminated to volunteers, whether in oral form or any media, which has been gathered and compiled by the Office of University Advancement and its related staff is confidential.

The information distributed is intended to be used solely to further the fundraising mission of William & Mary (the University), the William & Mary Foundation, and other institutionally related foundations, and cannot be used for personal, commercial or any other reasons. Under no circumstances should any information be copied, distributed, or verbally communicated to anyone unless approved by the Office of University Advancement.

At the end of the volunteer term, the individual will either return to the University or destroy all confidential records that have been collected.

Responsibility: The granting of access privileges to advancement 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 advancement 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
- Dispose of all information in all media in a secure fashion

Photograph Release:

I hereby grant permission to William & Mary to use photographs taken of me in any and all of its publications and in any and all other media, whether now known or hereafter existing. I will make no claim, monetary or otherwise, against William & Mary for the use of my photographs. I release William & Mary from any and all claims that might arise. I am above the age of 18 and I fully understand the contents of this release form.



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Certification:

I, _____, acknowledge that in the course of my volunteer
Please Print Name

activities 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.” I also acknowledge that photographs may be taken of me during the course of my volunteer activities, and that William & Mary may use such photographs in any and all other media.

Except as required by my activities, I shall never, either during or after my volunteer time with William & Mary, 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 William & Mary.

I have read, understand and agree to comply and follow the above guidelines.

Name

Office/Board

Signature

Date

Please return signed statement to the Associate Vice President for Advancement Services, Discovery I, ADV 1.