

CONFIDENTIALITY AND DATA USE AGREEMENT

Confidentiality Agreement

I, (print name)	· · · · · · · · · · · · · · · · · · ·
University (WSU	nstituent Information, including donor records and other sensitive data held by Wayne State (J) and the Division of Development and Alumni Affairs. I am fully aware that this information is to be conducting official university business on behalf of WSU's Division of Development and Alumni
	I will not disclose Constituent Information to others outside the WSU Division of Development and Alumni Affairs unless this information has been made publicly available by WSU or I have a signed waiver from the Vice President for Development and Alumni Affairs.
	I will report immediately to the Office of the General Counsel, any requests from individuals and organizations outside the WSU Division of Development and Alumni Affairs for division records, documents and information, regardless of whether the request specifically cites the Freedom of Information Act (FOIA). Further, I will not search for information, copy or share documents, or respond to FOIA requests in any way unless I am acting under the specific direction of the Office of the General Counsel.
	I will not alter any Constituent Information unless it is part of my primary work responsibilities. I will not remove or copy any information from a constituent record outside of my job responsibilities. I will not email any Constituent Information that I am not permitted to forward based on my security level of access to the Advance (ADV) database system.
	I understand that this agreement is binding during my period of employment at WSU, or during my period of engagement as a campus partner or volunteer, and that any violation of this policy may subject me to disciplinary action up to and including discharge.
	I understand that this agreement is also binding after my period of employment, or after my term of engagement as a campus partner or volunteer, and that any violation of this policy during or after such period may result in a negative reference from WSU and, depending on the circumstances, possible legal action by WSU or by a person whose information has been misused.
	I understand that I have 3 business days from the date of my separation from the Division of Development and Alumni Affairs, whether that be due to employment termination, the end of my volunteer service, or transfer to another department or division within WSU, to return all Constituent Information and all WSU devices with sensitive data, including laptops, PDAs and flash drives.
I have read, undo Data Use Policy.	erstand and agree to abide by the Division of Development and Alumni Affairs Confidentiality and
Wayne State Uni	iversity Employee/Volunteer's Signature Date
Authorized Divis	sion Representative's Signature Date