



WOU Foundation

## **CONFIDENTIALITY POLICY**

WOU Foundation, Alumni and Advancement

The Western Oregon University Foundation, Alumni and Advancement Division, hereafter referred to as the “WOU Advancement” maintain biographic and gift/pledge information about university donors, alumni and friends. This information is maintained only for purposes related to alumni and development programs.

ALL DATA ABOUT THE INDIVIDUALS AND ORGANIZATIONS MUST BE KEPT CONFIDENTIAL, TO BE USED ONLY BY THOSE STAFF AND VOLUNTEERS WHO NEED TO USE THEM TO FURTHER THE ALUMNI RELATIONS OR FUNDRAISING MISSION OF THE UNIVERSITY.

The information maintained by the WOU Advancement must not be sold, distributed or used for personal reasons. The information shall not be shared with any party outside of the WOU Advancement without written permission from the WOU Advancement.

All updated information gathered through the use of our data must be provided to the WOU Advancement to keep our database updated.

All information produced must be disposed of properly by deleting, shredding, or returning the information to the WOU Advancement.

The signer of this document has read the WOU Foundation, Alumni and University Advancement Confidentiality Policy and agrees to operate within the restrictions outlined above. The signer understands that failure to operate within the dictates of this policy will subject them to legal measures at the discretion of Western Oregon University and/or the WOU Foundation.

The signer also understands that this document will be returned to the Advancement office before they receive any information from the Advancement database.

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Name

Signature

Date

Reason for data access: \_\_\_\_\_