

Institutional Advancement Confidentiality Agreement for Volunteers

In my role as a volunteer for Providence College, I may have access to private, confidential, sensitive, and/or proprietary information (hereinafter “**Information**”) about the College, prospective donors, alumni, and supporters of the College. I understand and agree that information resources are vital College assets and that anyone who accesses or uses College assets has a responsibility to properly maintain and safeguard them.

I understand and agree that access to **Information** is contingent on my compliance with all of the following conditions:

1. Volunteers’ access to Information is provided on a need-to-know basis and is granted for the sole purpose of fulfilling assigned duties and shall be used only in the execution of assigned tasks.
2. Volunteers must not provide or expose Information to persons who do not have access authorization. Volunteers must not share, transfer, or delegate access. Volunteers with log-in and password access to Information must not disclose the log-in and password to anyone.
3. Volunteers must properly and securely maintain and safeguard Information.
4. When Volunteer status concludes, Volunteers must maintain the confidentiality of Information received during the time of voluntary service.
5. Upon the conclusion of any assignment, upon the conclusion of volunteer status, or as requested by a College supervisor, Volunteers must return Information (and any copies) to the College and/or properly destroy Information (and any copies) as directed.
6. Volunteers must immediately report an actual or suspected breach of confidentiality, and/or a loss or theft of Information to a supervisor at the College.

The act of intentionally compromising Information, or causing or allowing Information to be compromised by another person, will be grounds for immediate withdrawal of authorization to access Information and severance of the volunteer relationship with Providence College.

I have read and understand the above Confidentiality Agreement for Volunteers and I accept the terms imposed as a condition of my designation as a Volunteer for Providence College.

Volunteer Name (please print)

Volunteer Signature

Witness Signature

Date