

Tulane University Office of University Relations and Development



Confidentiality Statement for Volunteers

I acknowledge that as a volunteer with Tulane University's Office of University Relations and Development I have had or may have access in the future to Confidential Information belonging to Tulane or third parties to whom Tulane may have an obligation to maintain as confidential. I understand my access to the Confidential Information is limited to my need to know for purposes of performing my duties as a volunteer.

Confidential Information includes all information in donor databases and any other information related to Tulane donors or alumni in any form including oral, written, and electronic information. I understand that University volunteers are expected to abide by external regulations that govern their actions, if any.

I agree to abide by the University's Use of Computer and Network Policy and Technology Services policies and guidelines, and the University's policies regarding Equal employment and anti-discrimination (<https://r6phtc.sph.tulane.edu/wp-content/uploads/2020/02/EO-Policy.-July-2017.pdf>) and the following policies outlined in the Staff Handbook (<https://tulane.app.box.com/s/r66lu4pi2egwh5y9nd2actf217mjqavd>) (a) Confidentiality, (b) Intellectual Property; (c) Weapons; (d) Alcohol and Drugs; and (e) Smoking.

I shall use Confidential Information for the sole benefit of Tulane and only to the extent necessary to perform my duties as a volunteer. I will exercise due care to protect against accidental or unauthorized access to Confidential Information, destruction or disclosure of Confidential Information. When discussing Confidential Information in the course of my volunteer duties, I will exercise care to keep my conversation private so as not to be overheard by individuals that are not authorized to have the Confidential Information. If I am unsure of the confidential nature of information, I will consult with my Tulane staff advisor.

I understand and agree that my obligation to avoid unauthorized disclosure of Confidential Information shall continue after I am no longer a volunteer with Tulane's Office of University Relations and Development. I agree that all originals and copies of files (hard copy and electronic), emails, memoranda, notes, programs access codes and other materials containing Confidential Information, whenever produced (whether by myself or others) shall be the sole property of Tulane and shall be returned to Tulane or destroyed immediately upon termination of my volunteer status irrespective of the reasons for the termination.

I will not disclose Confidential Information to any person or entity outside Tulane except pursuant to written authorization by Tulane and the person whose information is being requested. If I have a question about whether a proposed recipient of Confidential Information is authorized or not I will consult with my Tulane staff advisor. If at any time I become aware of unauthorized disclosure of Confidential Information, I will promptly notify my Tulane staff advisor. I understand failure to abide by this Confidentiality Statement may subject me to termination of my volunteer status.

This Confidentiality Statement shall not constitute a contract of employment and shall not imply employment.



By signing or typing my name in the box below and submitting this form, I acknowledge that I have read and understand all of the provisions herein and agree to abide by them. I have had an opportunity to ask questions regarding this Confidentiality Statement and all such questions have been answered to my satisfaction.

Volunteer Name _____
(Please Print)

Volunteer Signature _____

Date _____