



# UNIVERSITY of VIRGINIA

## VOLUNTEER NON-DISCLOSURE AND CONFIDENTIALITY AGREEMENT

The following information about the University of Virginia’s Development program, its donors and prospects, shall not be shared with non-employees of the University.

-  Personally identifiable information about faculty, employees, students, parents.
-  Information on donors and prospects such as:
  - Lists of names, address, and phone numbers
  - Giving interests
  - Gift club membership
  - Giving categories and other relevant materials
  - Giving history and interests

As a volunteer representing the University of Virginia, I understand and agree to the following:

-  I am provided with this information in strict confidence to enable me to perform my functions as a volunteer.
-  I will not share this information outside of the circle of University Advancement employees and volunteers acting on behalf of the University of Virginia.
-  I will ensure the information I receive is kept safe and secure from any unauthorized access, which includes preventing access to my computer files, paper files or other media which contain University of Virginia data.
-  When my status as a volunteer is inactive, I will destroy all electronic copies and shred all paper copies of the data I have received.

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Read and Understood (Signature)

Date

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Print Name

Date

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Reunion Class Year and School

Please send original to:

Beth Bishop, Director of Reunion Giving  
Reunion Giving Office  
University of Virginia  
400 Ray C. Hunt Drive  
PO Box 400807  
Charlottesville, VA 22904-4807