UNDERSTANDING OF CONFIDENTIALITY

The Office of Development and C-400 Annual Giving have been entrusted with highly confidential information. In response to this trust, the College insists on strict confidentiality, in processing and use of such information by its volunteers. Each volunteer is personally responsible for the protection of all information to which they have access. The responsibility for the protection of information entrusted to each volunteer is defined in the following Agreement.

Thank you for thoughtfully considering before signing

1. I will treat all personal files as confidential, examining or disclosing the contents only when authorized by the owner or approved by the appropriate College official.

2. I will not divulge confidential College or client information to any person without proper authorization.

3. I will return all personal files (phonathon sheets) to the College by the stated deadline.

4. I will return to the College or destroy all hard copy and electronic files containing personal information at the end of my service as a volunteer.

I, ________________________________, have read and understand this policy statement and will ensure strict adherence to the terms of this agreement.

_____________________________  ______________________  ____________
Volunteer Signature              Class Yr                Date

Please return this signed form to: Office of C-400 Annual Giving
Attn: Reunion Giving
Concordia College
901 8th Street South
Moorhead, MN  56562