



AUTHORIZED CONFIDENTIALITY STATEMENT

Fredonia College Foundation/Fredonia Office of University Advancement

I understand that in the course of my employment, student work, consulting, contract or volunteer activities for Fredonia College Foundation/Fredonia Office of University Advancement, I may have access to documents, data or other information that may be confidential, whether or not labeled or identified as such.

Except as required by my employment, student work, consulting, contract or volunteer activities, I will not disclose or use for non-related purposes any information acquired in the course of my service.

I understand that adherence to this Agreement is fundamental to my employment, student work, consulting, contract or volunteer service. Failure to comply with the terms and conditions of this Agreement may lead to disciplinary action, up to and including termination of my employment. I also understand that the use of the information for political or commercial purposes is prohibited.

Respecting the privacy rights of donors, as outlined in the Information Confidentiality Policy, ensures that the Fredonia College Foundation/Fredonia Office of University Advancement employees, contractors, student workers, members and volunteers are adhering to the Fundraising Code of Ethics and Donor Bill of Rights endorsed by the Council for the Advancement and Support of Education (CASE).

Printed Name and Title

Signature

Date