

Confidentiality Agreement

Employee Name _____

Department _____

Telephone _____

The University of Alaska Foundation (Foundation) maintains biographic and gift/pledge information about University donors, donor prospects, alumni, vendors, supporters and other constituents of the University on its Donor Database (Raiser's Edge) and Accounting systems (Financial Edge). While some of the information may be public, much of it is exempt from public disclosure.

The Foundation is providing access to the information in these two Systems to you under the following terms and conditions:

1. You are aware of the Confidentiality Policy regarding the data in the Systems
2. You will use the data in the Systems only for legitimate Foundation and/or University business for which you are explicitly authorized and not for your own personal interest or advantage.
3. You will not exhibit or divulge the contents of any record (paper or electronic) to any person except in the conduct of your work assignment in university relations, development, alumni relations, or any other departments or units engaged in these functions, in accordance with University and Foundation policies. You will not erase or modify a data record or data entry from any record, report or file except in the performance of your assigned duties; knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry; and will not aid, abet, or act in conspiracy with another to violate any part of this agreement.
4. You will report security and privacy violations
5. You understand that access to information will be granted on a strict "need to know" basis, the determination of which will be made by the Foundation's Database Administrator in cooperation with the leading Development Officer at your MAU.
6. You understand that the Systems' USERID(s) and associated passwords are to be considered highly confidential and are not to be shared, communicated, or made easily accessible to anyone.

I have read, understand and agree to operate within the restrictions outlined above.

Employee Signature

date

Confidentiality and Security Policy For the Combined Database

Definitions: “Viewing” means reading only without the ability to alter the data. “Campus Data” means information on Foundation accounts restricted for a specific campus (UAA, UAF, UAS). “All Data” means information on all accounts regardless of campus restriction. “Entering and Altering Data” means entering data or changing existing entries in the Raiser’s Edge Database.

Viewing Data

1. All Development Offices (SW, UAF, UAA, UAS) and Foundation can view All Data in the database.
2. Alumni Offices will be able to view data as negotiated in contracts between the Foundation and Alumni Associations and approved by the Development Committee (see below).
3. Each Campus Development Office determines who on their campus can view their own Campus Data and how much (just applicable accounts, gifts, etc).
4. The Development Committee determines which office(s) (other than the Development Offices) on any campus may view All Data.
5. Core Constituent Information (Bio Tabs only) for all Constituents in the database may be viewed by any office given the view privilege for Campus Data by the Development Office or for All Data by the Development Committee. Ability to see Constituent data under other tabs may be provided by the Development Committee upon recommendation of the appropriate Development Office.

Entering and Altering Data

6. Development Offices and Foundation may enter or alter Campus Data or All Data in the database.
7. Development Offices may allow an office on their Campus to enter new constituents into the database (specific fields to be defined by the Development Office and “unlocked” for entry by the Database Administrator).
8. Development Offices may allow an office on their Campus to make entries into the Constituent “Notes” field defined for that specific office (specific field to be defined by the Development Office and “unlocked” for entry by the Database Administrator).
9. Decisions of the Development Committee regarding the ability to enter or alter data may be appealed to the Foundation Treasurer by any member of the Development Committee. Decisions of the Treasurer are final.