

University of West Georgia Foundation
Access and Confidentiality Statement for Constituent and Donor Information Users

Name: _____

Phone: _____

Position Title: _____

Email: _____

Department: _____

As a University of West Georgia employee and/or volunteer provided information about constituent and donor records of the University of West Georgia Foundation (Raisers Edge), I understand it is a privilege granted with the expectation that institutional and foundational data ("institutional data") will be treated in a confidential and professional manner. By signing this statement, I agree to abide by the following rules. I understand that failure to follow these rules could result in the revocation of my user ID, access privileges, and other sanctions as appropriate.

1. Information users shall follow policies and procedures of the University System of Georgia and University of West Georgia when working with institutional data. Data users shall be responsible for ascertaining that the use of institutional data complies with system and university policies.
2. Institutional data shall be used only as required to conduct university business.
3. Institutional data may not be disclosed to any external third party for any purpose.
4. Each information user shall implement adequate physical security procedures to guard against unauthorized access to institutional data. Access codes, passwords, sign-on procedures, etc., shall not be divulged to any other party, and their secrecy shall be closely guarded.
5. Information users shall not impede, interfere with, impair, or otherwise cause harm to other users' legitimate use of information systems.
6. Information users shall not use institutional data in such a way that violates local, state, or federal laws, including copyright laws. Information users shall not use institutional data in such a way that violates the university's contractual obligations, including limitations defined in software or other licensing agreements.
7. Information users shall not use information systems to transmit communications that are fraudulent, defamatory, harassing, obscene, threatening, that unlawfully discriminate or that are prohibited by law.

Signature

Date