

# Tufts Alumni

## Tufts University Advancement

### Statement of Confidentiality and Responsible Use Policy for Volunteers

Confidentiality is a paramount consideration in the work done throughout the Advancement division at Tufts University, whether in communications, alumni relations, or fundraising. The Division relies upon all persons with access to Advancement data to maintain strict confidentiality concerning information obtained during the conduct of their work.

By signing this document, I agree to:

- 1- respect the confidentiality and privacy of the individuals for whom I have been given access because of my volunteer role with Tufts Advancement. This includes using personal information exclusively for the purposes sanctioned by Advancement staff.
- 2- keep this information to myself and, therefore, will not share, distribute or publish this information unless expressly directed to do so by Advancement staff.
- 3- abide by all mail and/or solicitation controls as identified on the reports provided to me by Advancement staff.
- 4- store this information, whether in hard copy or electronic form, in an appropriate manner to reasonably prevent loss, unauthorized access or divulgence of confidential information.
- 5- destruct hard copy or electronic reports either through shredding, file deletion, or other protective disposal technique. I understand such materials do not go in trash or recycling bins.

I further acknowledge that I am not a University employee and as such, am not entitled to any compensation or benefits from Tufts University.

I have read and understand this Statement of Confidentiality and Responsible Use for Volunteers and agree to abide by its standards of conduct.

---

**Signature**

---

**Date**

---

**Print Name**

***Please return the completed form or direct questions to:***  
**STAFF NAME & CONTACT INFO**