

WILSON COLLEGE

CONFIDENTIALITY AGREEMENT

Wilson College engages in educational and fundraising activities in support of its mission, programs and priorities. File information maintained for administrative and development purposes is considered proprietary and confidential to Wilson College. Access to Wilson College information and documents is restricted to authorized persons engaged in administrative and development work on behalf of the College. Authorization is given to those who have signed this confidentiality agreement on a need-to-know basis according to their specific request. All need-to-know determinations are ultimately made by the vice president of institutional advancement.

Persons with access to Wilson College paper files and database information will endeavor to protect confidentiality to the best of their ability. No information will be disclosed, except as permitted by Wilson College confidentiality and information management policies and procedures. No personal use will be made of confidential information. Authorization for access to confidential information in the files by external agencies or persons can only be granted with the permission of the vice president of institutional advancement, or designee.

By signing this document, I acknowledge that I have read and agree to abide by the terms of the **Wilson College Information Confidentiality Policy**. Further, I have read and agree to abide by the tenets put forth in the Council for the Advancement and Support of Education (CASE) Statements of Ethics and the CASE Donor Bill of Rights.

Print Name _____

Signature _____

Date _____ / _____ / _____

INFORMATION CONFIDENTIALITY POLICY

INSTITUTIONAL ADVANCEMENT AND ALUMNAE/I RELATIONS

GENERAL

This policy is designed to protect the privacy of the alumnae/i and other constituents of Wilson College and to maintain standards of confidentiality associated with information systems and electronic and hard copy records. At the same time, it is the desire of the department to provide assistance and support to those with legitimate needs for information to conduct analysis and to carry out programs, communications, and events which bring together alumnae/i, donors, faculty/staff, students and friends of the College.

Information obtained from the Institutional Advancement Office, Alumnae/i Relations Office is considered confidential and is to be used only to support the goals, programs and overall mission of Wilson College. In addition, information provided may not be reproduced, distributed or sold, either electronically or otherwise.

No information may be released externally. Use of the information for these purposes is limited to Wilson College for the purposes of advancing its goals and overall mission.

ACCESS TO INFORMATION

Wilson College personnel may apply for access to the Advancement database by contacting the Director of Advancement Services and Stewardship. Users may be restricted to only those screens and capabilities necessary to carry out Wilson College business. Students employed by the Office for Institutional Advancement and Alumnae/i Relations offices may be given access to the system in order to perform their jobs. Select student employees will be assigned logins and passwords in order to have update capability to the system. This will allow the origin of changes to the system to be tracked. No logins or passwords will be provided to non-Wilson College personnel.

The Business Office will be given access to all hard copy and electronic files in the Institutional Advancement area in order to carry out the reconciliation process. Internal and external audit staff members will also be given access to all hard copy and electronic files, which are subject to their review at any time. External auditors will have access to all hard copy files, as well as the ability to review electronic files, but will not be issued logins or passwords.

Institutional Advancement files, both hard copy and electronic, are the property of the Institutional Advancement Office. These files contain specific information pertaining to those individuals and organizations important to the Institutional Advancement and alumnae/i efforts of the College. Information which is not relevant to these efforts should not be placed in the files. Restricted information** gathered by staff in their duties for the College may not be viewed by persons other than those involved in Institutional Advancement/alumnae/i activities, or by the alumna or donor, and may not be given out to any other institution, organization or individual unless authorized by the V.P. for Institutional Advancement or designee.

Files removed from the records area must be checked out using out-cards indicating the date, file taken and the person taking the file. Files must be returned to Records as soon as possible. No files may leave the building.

An individual may request to see his/her own file by making a verbal or written request appointment with the V.P. for Institutional Advancement, the Director of Alumnae/i Relations, the Director of Advancement Services and Stewardship or the Director of Development. It is strongly advised that the file be reviewed with the individual, so that an explanation of why the material was gathered and retained may be made if necessary. If a request is made by an individual or an estate for the release of their file, a photocopy will be released and the original retained in the Registrar's Office.

RELEASE OF INFORMATION

Alumnae/i and Wilson College personnel may request information* on Wilson College alumnae/i verbally or in writing. Requests involving more than ten records must be made in writing, with the intended purpose clearly defined. Restricted information may be requested by Wilson College personnel who have a legitimate need for the information in order to carry out tasks and/or programs which are in accordance with the overall goals and mission of the College. In the event of any question about what constitutes "legitimate need", the final decision will rest with the V.P. for Institutional Advancement. A request form may be obtained from either the Institutional Advancement or Alumnae/i Relations for this purpose. The confidentiality agreement on this form must be signed in order for the request to be considered. Special requests must be approved by the V.P. for Institutional Advancement, Director of Advancement Services and Stewardship, Director of Development or the Director of Alumnae/i Relations.

Alumnae/i wishing to access faculty, staff, or student information must make a verbal or written request to the V.P. for Institutional Advancement, Director of Advancement Services and Stewardship, Director of Development or the Director of Alumnae/i Relations.

Vendors who contract with Wilson College such as direct mail firms, directory publishers, database screening firms, etc. may be provided with information on Wilson College constituents in order to provide a service to Wilson College. A confidentiality agreement must be signed before any information is released. The vendor must ensure the prompt return of any tapes, disks or electronic software provided in fulfillment of the contract.

Volunteers working with Institutional Advancement/Alumnae/i Relations staff will be provided with only that information necessary to perform their duties relative to their association with Wilson College. The Institutional Advancement and Alumnae/i Relations representatives responsible for directing volunteer activities must ensure that this confidentiality policy is followed. All information must be returned to Institutional Advancement/Alumnae/i Relations Offices or shredded when no longer useful.

Directory information may be released to other colleges and universities seeking the location of alumnae/i with degrees from both Wilson College and the requesting institution. Directory information may also be released to law enforcement and student loan agencies. Requests from the media must be referred to the Communications Department.

The following precautions will be taken to safeguard the privacy of those listed in the database:

- If a Wilson College constituent requests that their directory or propriety information not be shared, they must be coded as such in the Advancement database. This information may not be provided to anyone other than the person of record or Wilson College personnel.
- Any Wilson College constituent who requests not to be contacted by Wilson College must be coded as such in the Advancement database and must be excluded from information provided to students and non-Wilson College personnel.
- If a Wilson College constituent's record is coded "unlisted", his or her directory information may not be shared with students or non-Wilson College personnel. A notice will be sent to the alum to advise that someone is interested in contacting them. The notice will provide the necessary information for the alum to contact the requestor, if they choose.
- Institutional Advancement and Alumnae/i Relations staff will ascertain the reason for requests for information and must be satisfied that the response conforms to the College's policies before information is released.
- If a request for information includes more than 10 records, Institutional Advancement and Alumnae/i Relations staff must be provided with sample materials that are intended to be distributed to the constituents for whom information was provided (i.e. letter copy, brochures, etc.)
- Requests for Board of Trustee directory information must be made in writing to and approved by the V.P. for Institutional Advancement, or designee.
- All requestors that have been authorized to receive information must sign the Wilson College Confidentiality Agreement.

Requests are considered on a case by case basis and the format for distribution will be determined by the V.P. for Institutional Advancement, Director of Advancement Services and Stewardship, Director of Development or the Director of Alumnae/i Relations.

COMPLIANCE

Failure to abide by this policy may result in denial of access to information contained in the Advancement database. Request for re-instatement of access must be approved by the V.P. for Institutional Advancement or designee and must include written assurance of future compliance with the policy.

WILSON HONOR PRINCIPLE

"In order to provide an atmosphere congenial to the pursuit of a liberating education, government at Wilson College rests on the assumption that every member of the community will act with integrity in all aspects of life. We trust each other to be mature and responsible individuals. The cooperative effort of learning and living in which we are all involved proceeds most satisfactorily when the members of the community acknowledge their responsibility to strive to realize their common aim. The soundness of the community depends upon the concern for both individual freedom and the rights and welfare of others; both call for the observance of certain regulations in order to promote this common aim. In this spirit, therefore, we have agreed upon the Joint Regulations of the Faculty and Students, the Residence

Regulations, and the Academic and Administrative Regulations. We undertake the responsibility for keeping them just and relevant to the needs of the present community.”

*** Directory Information is defined as:**

- Full name
- Current address and telephone numbers and email addresses
- Degree information including class year and major

**** Restricted Information is defined as:**

- Activity and event participations
- Sports
- Interests, affiliations, relationships (i.e. employers)
- Family members
- Degrees from other institutions
- Gift/Pledge data
- Miscellaneous comments, text, etc...

CASE Statement of Ethics

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

In so doing, they promote the merits of their institutions, and of education generally, without disparaging other colleges and schools.

Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.

They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.

They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.

They safeguard privacy rights and confidential information.

They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.

They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.

They follow the letter and spirit of laws and regulations affecting institutional advancement.

They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

The CASE Board of Trustees adopted this Statement of Ethics to guide and reinforce our professional conduct in all areas of institutional advancement. The statement is also intended to stimulate awareness and discussion of ethical issues that may arise in our professional activities. The Board adopted the final text in Toronto on July 11, 1982, after a year of deliberation by national and district leaders and by countless volunteers throughout the membership.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.