



CONFIDENTIALITY POLICY

Please return completed form to: UR Advancement Services DAC312 or fax to 2390

The University of San Diego *Advance* database contains biographic and gift/pledge information about University donors, alumni and friends. This information is maintained exclusively for purposes related to Alumni and Development programs. Information in the form of lists, labels, computer files and reports are available only to authorized University representatives in support of approved activities. It is the responsibility of the person requesting information to maintain the confidentiality of that information. This confidentiality statement covers all information requests. Information is not available to groups or individuals for any other uses including vendor mailings, political mailings, locating past friends, roommates, etc.

When requests are received from individuals seeking current address and phone information about another individual, that person is referred to the Alumni Relations office. That office will forward the request to the person about whom information is requested. Address or phone information about any individual should not be given directly to non-university personnel.

University policy prohibits the sharing of login information.

I have read USD’s *Advance* System Confidentiality Policy and agree to operate within the restrictions outlined therein. Failure to comply with this policy may result in disciplinary action or dismissal.

Name:

Print

Signature

Department:

Date:
