University Advancement – Affinaquest System

CONFIDENTIALITY POLICY

The University of San Diego *Affinaquest* 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, 3rd party outreach, 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.

Users may access only the records and information needed to perform their assigned University duties. Users must comply with applicable University policies and with laws governing the privacy and security of personal information, including, where applicable, the Family Educational Rights and Privacy Act (FERPA), the Payment Card Industry Data Security Standard (PCI DSS), and the California Consumer Privacy Act.

Information may not be downloaded, printed, copied, or stored on personal devices, personal email or cloud accounts, or removable media except as authorized for an approved University purpose, and must be stored securely and disposed of in accordance with University records and data security policies.

Users must immediately report any known or suspected unauthorized access, use, disclosure, or loss of Affinaquest information, or any compromise of login credentials, to their supervisor and to USD's IT department. Use of the Affinaquest system may be monitored and audited. Confidentiality obligations continue after a user's access ends or employment or affiliation with the University terminates, and departing users must return or securely destroy any Affinaquest information in their possession.

Users must not share their login credentials with anyone, must keep passwords secure, and must log off or lock their devices when unattended.

University policy prohibits the sharing of login information.

I have read USD's Affinaquest System Confidentiality Policy and agree to operate within the restrictions outlined therein. I understand that my access may be suspended or revoked at any time, and that failure to comply with this policy may result in loss of system access, disciplinary action up to and including dismissal, and, where applicable, civil or criminal liability. I understand that I may be required to review and re-sign this acknowledgment annually or complete periodic confidentiality training as a condition of continued access.

Name:

_____	_____
Print	Signature
Department:	**Date:**
_____	_____

Title/Role (Employee, Student Worker, Volunteer, Contractor):

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