CSUN | CALIFORNIA STATE UNIVERSITY NORTHRIDGE

# Confidentiality Statement

Mail Drop: 8275
Tel: (818) 677-4657

**Instructions:**

1) Please print or type the information in the top portion of this document.
2) Read the Confidentiality Statement below.
3) Sign this statement acknowledging that you have read and understand the terms and conditions stated below.
4) Return the form to Advancement Services at mail drop 8275.
5) Note: Employees will not be given access to the fundraising database system until this form is signed and received by Advancement Services.

Employee Name _____

Supervisor Name _____

Job Title _____ Department _____

Campus # _____ Mail Drop _____

**Confidentiality statement for employee access to University Advancement's fundraising database containing personal, academic, or financial information on alumni, students, faculty, staff, suspects, prospects, and other friends of the University:**

**To ensure the privacy and security of data, I will:**

- Access, distribute, and share alumni, student, faculty, staff, suspect, prospect, and friend of the University data only as needed to conduct campus business as required by my job.
- Respect the confidentiality and privacy of the entities whose data I access.
- Observe any ethical restrictions that apply to data to which I have access.
- Protect confidential information displayed on my workstation monitor.
- Immediately report to my supervisor any and all security breaches.
- Comply with all department and campus IT and business process security policies and procedures, including proper and timely destruction (shredding) of documents containing sensitive data.
- Work with the ISO if I need to store confidential data records of constituent data outside of Raiser's Edge.
- Keep any paper records of constituent data securely locked in a file cabinet or desk when they are not being used.

**I will not:**

- Discuss verbally or distribute in electronic or printed formats, confidential data, except as needed to conduct campus business as required by my position.
- Gain or attempt to gain unauthorized access to alumni, student, faculty, staff, suspect, prospect, or friend of the University data.
- Share my user ID(s) and password(s) with anyone nor use anyone else's user ID(s) or password(s).
- Leave my workstation unattended or unsecured while logged-in to the fundraising database system.
- Use or allow other persons to use alumni, student, faculty, staff, suspect, prospect, or friend of the University data for personal gain.
- Make unauthorized copies of alumni, student, faculty, staff, suspect, prospect, or friend of the University data.
- Engage in any activity that could compromise the security or confidentiality of alumni, student, faculty, staff, suspect, prospect, or friend of the University data.
- Store constituent data on any desktop, laptop or external USB drive; I agreed to store this sensitive data in myCSUNbox.
- Email any attachments sharing constituent data; instead, when necessary to share constituent data, I will share an URL link to the data stored in Box.

_____ _____

Employee Signature Date

_____ _____

Supervisor Signature Date