Policy Statement

The Division of Advancement is committed to ensuring the privacy of confidential records of the Western Carolina University constituency - donors, prospective donors, board members, alumni, friends, faculty, staff and students.

Management of constituent records requires safe, efficient and often confidential handling. Certain information contained in constituent records is protected under State or Federal law (i.e. Social Security Numbers, credit card account numbers and student education records). Computer records, voicemails, emails, or hard copy files may contain sensitive information that is shared with or developed by the university’s Division of Advancement on a confidential basis. Employees and volunteers have ethical and legal obligations to respect the privacy of University constituents and to protect confidential information provided by or about them. Donor records are considered confidential under university policy and should not be discussed with or disclosed to anyone except co-workers who are specifically authorized to have access to such information on a need-to-know basis, any person authorized by the constituent to obtain information about the constituent, any person with whom the university has authorized the sharing of the information, or as required by law. Confidential information whether communicated by conversation, printed materials, through the University’s administrative database or search utilities owned or subscribed to by Western Carolina University must be protected.

Disclosure of confidential or sensitive information to unauthorized persons (unless ordered to do so by a court or otherwise required to do so by law) violates this policy and may result in disciplinary action, up to and including dismissal. Western Carolina University’s Data Handling Procedures and University Policy 97 apply.

Compliance

Each employee, temporary employee, volunteer, or work/study student is asked to comply with this policy.

By signing below, I acknowledge that:

I have received a copy of the Western Carolina University Advancement Confidentiality Policy,
I have read and understand the policy, and,
I agree to abide by this policy to the best of my ability in my role as an employee, temporary employee, volunteer, or work/study student.

I further agree that all confidential information and/or grant files, contribution files, donor records, donor lists, charitable gift information, development data, manuals, letters, contracts, agreements, notes, records, reports, memoranda and all other University materials, documents and data used, prepared or collected as part of my work with the University, in whatever form, are and will remain the property of Western Carolina University or WCU Foundation, as appropriate.
I will not duplicate, copy or otherwise use any work-related document or electronic record for my own use without permission of the appropriate supervisor/administrator. I will not retrieve, examine or alter any work-related document, file or electronic record except where I am authorized to do so as part of my work responsibilities.

If I am unsure whether or not a particular fact, matter, document, file or electronic record is covered by this confidentiality agreement, I will preserve confidentiality of the item in question until receiving clarification from the appropriate supervisor/administrator. I agree that at the end of my employment or association with the University, I will not possess or otherwise control any University documents or other materials of any kind which constitute or contain any confidential information regardless of how stored or maintained, including all originals, copies and compilations and all information stored or maintained on computer, disks, e-mail or any other form of technology.