



DATA CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

This policy applies to alumni volunteer leaders who represent alumni regional clubs, approved alumni societies, and designated alumni volunteer leaders requesting and receiving information from the ONE data system at East Carolina University.

1. Information contained in the data file is the exclusive property of East Carolina University and may be used only as prescribed herein. As an agent of the Alumni Association acting on behalf of the University, you agree to abide by this policy.
2. Official uses of data from the system include acquiring and disseminating alumni, donor, or friends of the University contact information for the support of approved Alumni Association or University-related activities.
3. Prohibited uses of data from the system include, but are not limited to, any personal, political, religious, or commercial use, as well as any use not directly related to the business and for the benefit of, East Carolina University.

Appropriate Uses or Dissemination of Data Information from the University:

- All information viewed or retrieved is to be kept confidential at all times and may not be published, reproduced, or disseminated electronically.
- All information is to be used solely to promote the programs and priorities of the University and its affiliated alumni clubs and groups.
- The use of alumni data beyond immediate alumni club or group communication is strictly prohibited, and once used the data file must be deleted or destroyed.
- Data may not be retransmitted to a printing service, mailing service, or internet service for communication with alumni. The Alumni Association will handle all mailings and mass e-mails on your behalf.
- All persons seeking individual alumni contact information should be directed to the Alumni Association's Online Directory.
- All requests for alumni information from media representatives (television, radio, newspaper, etc) must be forwarded immediately to the Alumni Association and will be addressed by the president & CEO.
- In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the database is the responsibility of the requesting alumni volunteer, club, or group.
- Misuse of alumni data and these policies will be referred to legal counsel for possible further legal action.

Policy Compliance: Failure to abide by any of the policies stated within this document will result in the denial of access to ECU constituent information. By signing your Pirate Contact Agreement the requesting party affirms that:

- They have read and understand these policies.
- Failure to abide by these policies will result in the denial of access to data.
- Misuse of the data could result in legal action.