



OFFICE OF INSTITUTIONAL ADVANCEMENT

DEPARTMENT CONFIDENTIALITY AGREEMENT

In consideration of my employment or engagement by Temple University – Of The Commonwealth System of Higher Education to provide services to the Office of Institutional Advancement, BANNER Advancement data base, as a(n) _____, and intending to be bound hereby, I agree to the following:

1. I acknowledge that in the course of my association with the Office of Institutional Advancement I will be responsible for handling privileged and confidential information, and I will have access to documents, data or other information, some or all of which may be confidential and/or privileged for disclosure, whether or not labeled or identified as “confidential” or privileged.
2. Except as authorized by my superiors or other authorized persons in the Office of Institutional Advancement as part of my work responsibilities, I shall never, either during or after my association with the Office of Institutional Advancement, directly or indirectly disclose to any other person or entity any information relating to prospects or donors or the Office of Institutional Advancement, business methods or any other privileged or confidential information acquired in the course of performing services.
3. I agree that if at any time during the course of my association with the Office of Institutional Advancement I become either a volunteer or a paid consultant for any other organization or institution for which any part of my duties or responsibilities involve identifying, cultivating and/or soliciting potential donors for the organization or institution, I will immediately inform my immediate supervisor in writing. I understand that because of the potential or actual conflict of interest that may result from my being such a volunteer or paid consultant, the University may, in its sole discretion, terminate my employment, engagement or systems access because of such status.

I have read and understood the policy herein. Furthermore, I have been given the opportunity to ask questions regarding the meaning of this policy and have been provided with satisfactory answers to these questions.

Name (please print)

Signature

Date