



CONFIDENTIALITY POLICY

The Northern Arizona University Foundation (NAU Foundation) recognizes that the efficient operation of the Foundation requires the maintenance and management of extensive alumni, donor and prospect records. All personal information concerning alumni, friends, corporations, foundations, donors, former donors, staff, volunteers, financial data, and business records of the NAU Foundation is confidential. The Northern Arizona University Foundation Alumni/Donor database, which contains biographic and gift/pledge information on University donors, alumni, and friends, is maintained exclusively for purposes related to NAU Foundation programs. These records often contain sensitive information that has been shared with or developed by staff on a confidential basis. Information in the form of lists, labels, computer storage media and reports is available only to authorized university representatives in support of approved activities. It is the responsibility of the unit requesting information and the individual to whom the information is provided to maintain the confidentiality of that information. Accessing, using and/or disclosing Confidential Data for any reason other than the legitimate pursuit of NAU volunteer or employment duties or in ways that jeopardize the security of such information constitutes misuse.

Each information request is covered with a confidentiality statement. Information is not available to groups or individuals for any others use, including vendor mailings, political mailings, locating past friends, roommates, etc. When requests are received from individuals seeking current contact information on another individual, it is operating policy that the Alumni office will send that inquiry on to the individual about whom information is requested. That person decides whether to contact the individual making the request for information. No address or telephone information about any individual is ever given to non-university personnel.

From time to time it may be desirable to list the names of university donors in printed annual reports or on plaques at specified university sites. Permission from the donor is secured prior to listing their names or institution's name in these ways.



I have read the NAU Foundation Confidentiality Policy and agree to operate within the restrictions outlined above.

Name

Date

Signature

Department

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