



Office of Advancement
Statement on Restricted and Confidential Data

Restricted and confidential information pertaining to constituents (alums, students, community members, et al.) shall be protected to uphold the relationship of trust between the constituent and the College. To support this mission, the Office of Advancement has developed a Statement of Ethics in alliance with The Association of Professional Researchers for Advancement (APRA). In your role as a volunteer for Vassar College, keep any personal or non-public information provided to you by other alums, members of the outside community, or the College restricted and confidential and follow the guidelines below:

- Non-public information collected by Vassar College volunteers or disseminated by Vassar College to its volunteers in support of their volunteer roles is the property of Vassar College and may not be shared with any person or company without the expressed, written permission of the college.
- Constituent information (including, but not limited to, information about a constituent's contact information and engagement with the college), both hard-copy and electronic, are highly restricted and confidential. It should not be discussed with anyone not conducting Vassar College business. Under no circumstances should personal information or documents about constituents be released to a third party without proper authorization to do so.
- Prohibited uses of data provided by Vassar College or provided to you for Vassar College 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 Vassar College.
- Reproducing and storing constituent information in a retrieval system by any means, electronic or mechanical, is strictly prohibited.
- Constituent information, whether distributed electronically or hard copy, shall be marked "restricted and confidential" and stored securely to prevent access by unauthorized persons. When it is no longer needed, it is to be deleted or shredded, not recycled, and may not be forwarded or shared with others. Information maintained by the College will be destroyed by the College consistent with best practices, any applicable College policies, and the law.
- Anyone found to knowingly violate this agreement might be subject to consequences ranging from denied access to further and future information and/or dismissal from their volunteer position, to potential legal action.

We are grateful for your volunteer service and your commitment to maintaining the integrity and confidentiality of Vassar College's data.