

**St. Norbert College
College Advancement
Confidentiality Agreement**

Information gathered and contained in the College Advancement Office Banner system and hard copy files includes data on alumni, donors, staff, friends, corporations, foundations, and affiliate organizations. As a St. Norbert College employee or volunteer, I agree to read and abide by the ethics guidelines put forth by the Council for Advancement and Support of Education (CASE) and to read and understand the CASE “Donor Bill of Rights.” I understand that this data is strictly confidential and sensitive in nature. I also agree to abide by the following policies and procedures:

1. I will maintain the data to which I have access in strictest confidence. The data will not be shared in any manner with others unless authorized by the Vice President of College Advancement or as outlined in the Information Release Policy below.
2. I understand that the use of College Advancement Office data for profit or personal purposes is strictly prohibited.
3. I understand that a breach of this agreement may result in disciplinary action, loss of employment, and possible sanctions, up to and including dismissal from the College.

Information Release Policy

- I. “Public information,” defined in section II below, may be released to:
- A. College staff or alumni-constituent groups, in support of College approved activities.
 - B. Other colleges and universities seeking the location of alumni with degrees from both St. Norbert College and the requesting institution, upon written request.
 - C. Law enforcement agencies and student loan agencies.
 - D. Agencies that assist College Advancement in locating St. Norbert College lost alumni (e.g. TransUnion, Alumni Finder)

Notes:

- 1) Requests for public information for more than three individuals must be made in writing, stating the reason for the requested information. Staff may, at any time, require a written request from any individual if they feel unsure about the request. A fee may be imposed for extraordinary research, programming, or materials charges.
- 2) All requests from anyone not listed in section A-D above who is seeking information on a person will be forwarded to the person being inquired about so that he/she can decide whether or not to contact the requestor.
- 3) No information will be released for those records indicating the alumnus, alumna, person or organization has requested “no contact.”
- 4) All requests for information from members of the media must be referred to the St. Norbert College Media Relations and Communication department.

- II. Information available for release is confined to “public information” which is defined as and limited to:

- Full name
- Address and telephone number
- Degree(s) and date of degree(s) awarded by St. Norbert College

- Employer name, address and telephone number
- Fax number(s)

Notes:

- 1) “Public information” will be provided only to those requestors identified in Section I above.
- 2) Federal law severely restricts the amount of information that may be released on current students. No information on students will, therefore, be released based on data maintained by St. Norbert College. All requests for information on current students should be forwarded to the Registrar’s Office.
- 3) Information provided to volunteer alumni constituent groups will be limited to those alumni who are affiliated with the requesting group.

III. In addition to “public information” requests, College staff may be provided the following information in support of College approved activities upon approval of the Assistant Vice President for College Advancement and the Director of Advancement Services/Database Administrator:

- Student activities
- Alumni activities
- Family members
- Degrees obtained from other schools
- Miscellaneous comments, awards, text, etc.
- Gift/Pledge data
- Miscellaneous information obtained from public information sources

Employee / Volunteer Name: _____
(Please print)

 Signature of Employee / Volunteer Date

 Signature of Director of Advancement Services/
 Database Administrator Date

 Signature of Vice President of
 College Advancement Date

(Acknowledgement is given to Duke University and to People to People International (PTPI) for portions of this agreement.)

CASE Statement of Ethics

Institutional advancement professionals, by virtue of their responsibilities within the academic community, represent their colleges, universities, and schools to the larger society. They have, therefore, a special duty to exemplify the best qualities of their institutions and to observe the highest standards of personal and professional conduct.

In so doing, they promote the merits of their institutions, and of education generally, without disparaging other colleges and schools.

Their words and actions embody respect for truth, fairness, free inquiry, and the opinions of others.

They respect all individuals without regard to race, color, sex, sexual orientation, marital status, creed, ethnic or national identity, handicap, or age.

They uphold the professional reputation of other advancement officers and give credit for ideas, words, or images originated by others.

They safeguard privacy rights and confidential information.

They do not grant or accept favors for personal gain, nor do they solicit or accept favors for their institutions where a higher public interest would be violated.

They avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from appropriate authorities.

They follow the letter and spirit of laws and regulations affecting institutional advancement.

They observe these standards and others that apply to their professions and actively encourage colleagues to join them in supporting the highest standards of conduct.

The CASE Board of Trustees adopted this Statement of Ethics to guide and reinforce our professional conduct in all areas of institutional advancement. The statement is also intended to stimulate awareness and discussion of ethical issues that may arise in our professional activities. The Board adopted the final text in Toronto on July 11, 1982, after a year of deliberation by national and district leaders and by countless volunteers throughout the membership.

Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of this statement in its entirety was developed by the American Association of Fund-Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP).