

**VOLUNTEER CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, have been requested by the Loyola University New Orleans Office of University Advancement “Loyola” to serve as a volunteer to assist in the following volunteer duties:

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I understand that I may be given information by Loyola about certain individuals and/or organizations in order to assist me in carrying out these volunteer activities. This may include but is not limited to, information about the financial situations, giving potentials, and/or giving interests (“Confidential Information”) of current and/or prospective donors, including alumni/ae, friends of Loyola, and/or other organizations. I further understand that in the course of my volunteer activities, I may be provided with, or may otherwise receive, additional Confidential Information about an alumnus/a, Loyola friend, donor, giving prospect, and/or organization. I recognize that this Confidential Information may be provided to me orally, in print, electronically, and/or digitally.

I hereby agree that:

- I will not remove or make copies of any documents to provide to anyone outside the Office of University Advancement.
- I understand that this requirement of confidentiality is binding upon me during and after completion of my volunteer activity with the Office of University Advancement.
- To the extent that I have any conflict of interest involving any matter assigned to me, I agree to report this conflict to the Vice President of University Advancement for review and direction for resolution with the conflict.
- If assisting in creating and maintaining social media accounts relating to alumni activities, I will abide by all rules and guidelines listed in the “LOYNO Social Media Guidelines” provided to me.

I acknowledge that:

- All confidential information is and shall continue to be the exclusive property of Loyola University New Orleans, whether prepared in whole or in part by me.
- Any disclosure of confidential information will cause irreparable harm.

I hereby agree that I will treat all such Confidential Information that I receive as non-public and will not provide any Confidential Information to any third party unless I am specifically authorized in advance to do so in writing by Stephanie Hotard, Interim Vice President for University Advancement for Loyola University New Orleans. I will use the Confidential Information only to further the fundraising and/or alumni engagement mission of Loyola. I will treat with utmost confidentiality and sensitivity all information received or reviewed and will not seek to use any of the information for personal use or gain. I also agree that upon completion of my volunteer responsibilities, I either will destroy all such Confidential Information or, at the request of Loyola, send all Confidential Information that I have received during the course of this volunteer activity to the Loyola University Office of University Advancement.

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Signature

Date

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