ADVANCEMENT INFORMATION CONFIDENTIALITY AGREEMENT

REVISED 04/30/18

The Alumni Alliance, the Foundation, and the University of Illinois are committed to the ethical collection and use of information in pursuit of legitimate institutional goals. We shall support and further the individual's fundamental right to privacy. Consequently, information not available from public sources should not be disclosed. Records about individuals and organizations are confidential and are to be used only to advance the mission of the institution.

I acknowledge that in the course of my work activities I may have access to documents, data, or other information that may be confidential and/or privileged from disclosure, whether labeled or identified as "confidential."

Except as required by my activities, I shall never, either during or after my employment with the Alumni Alliance, the Foundation or the University of Illinois, directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain, any information acquired in the course of my activities without the prior written consent of the University of Illinois Alumni Alliance and /or University of Illinois Foundation.

I have read the Confidentiality Protocol Statement and understand that violation of any of the policies and practices described therein may be grounds for dismissal or disciplinary action, including loss of access to all Advancement information systems.

USE OF CONTENT

Access to Advancement information is made available in centralized systems including but not limited to:

- The Tracking and Engagement Database (TED) – The database containing information on alumni, students, friends and donors (individual, corporations and foundations) to the University of Illinois system.

- BBIS – Blackbaud Internet Solutions is a management system for web content that integrates with the Blackbaud CRM database.

- Hyland OnBase – The document management system maintaining documents relating to transactions, correspondence and documentation supporting the business of advancement.

- Blackbaud Data Warehouse (BBDW) – The data warehouse consists of a nightly download of data from the Blackbaud CRM database with additional tables and calculated data elements for reports that are distributed to the advancement community.

- UIF Online – A web portal to a variety of Advancement content including forms, fund content and other Advancement information.

- UIF iLEARN Advancement – An online Learning Management system through which advancement employees can access training curricula, as well as the history of training they have completed.

- University of Illinois Alumni Network – Web access to the alumni directory information and alumni club activities from around the world.

- Vocus – Used for Illinois Connection, and advocacy network for the University of Illinois.

> ** Confidential information must be stored in a secure environment and should not be redistributed electronically except to persons authorized to receive such content. **

Advancement information is governed by the Advancement data access manual available on UIF Online.

Users of Advancement systems will download, and receive reports and other content from Advancement systems in the course of their work. This content contains confidential data and alumni/donor contact information and should not be redistributed using email or any other form of electronic transmission except to authorized Advancement and University of Illinois employees. All content downloaded from systems should be handled with utmost care. Virus protection software and firewalls must be in use on systems where content is used to safeguard confidential Advancement information.

AGREEMENT

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I acknowledge that in the course of my advancement activities I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as "confidential." Therefore, except as required by my activities, I shall never, either during or after my association with the University of Illinois Alumni Alliance, the University of Illinois Foundation, or the University of Illinois directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain, any information acquired in the course of my activities without prior written consent of the University of Illinois Alumni Alliance and/or University of Illinois Foundation.

Finally, I acknowledge that I have read and understand the University of Illinois Advancement Information Confidentiality Agreement and agree to abide by it.

Signature: _____   **Unit:** _____

Name: _____   **Date:** _____

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