



WHITMAN COLLEGE

Volunteer Confidentiality Policy

The purpose of the Volunteer Confidentiality Policy is to protect the privacy of alumni and other constituents of Whitman College and to define standards of confidentiality associated with the use of information systems, data, electronic records, and paper records by Whitman College volunteers. This Volunteer Confidentiality Policy applies to volunteers providing service to or on behalf of Whitman College.

All information and data maintained by Whitman College that is not publicly available, hereinafter referred to as "Confidential Information," is deemed to be proprietary and confidential. Volunteers granted access to Confidential Information shall only use such information in the course of providing services to or on behalf of Whitman College. This Confidential Information shall only be used to support the goals, programs, and overall mission of Whitman College. The use of Confidential Information by volunteers for unauthorized commercial or professional purposes or for other financial benefit is prohibited. Confidential Information shall not be disclosed, shared, reproduced, distributed, or sold without the advance written permission of Whitman College.

As a volunteer for Whitman College, the undersigned understands and acknowledges that access to Confidential Information is required for volunteer service. The undersigned acknowledges this Volunteer Confidentiality Policy and agrees to comply with all provisions of this Volunteer Confidentiality Policy.

I HAVE READ THE VOLUNTEER CONFIDENTIALITY POLICY. I UNDERSTAND ITS MEANING AS IT RELATES TO MY ROLE AS A VOLUNTEER AND AGREE TO MAINTAIN THE CONFIDENTIALITY OF ALL INFORMATION AND DATA RECEIVED FROM WHITMAN COLLEGE. I UNDERSTAND MY ACTIONS AFFECT ME AND OTHERS AND MAY RESULT IN THE LOSS OF THE PRIVILEGE OF SERVING AS A VOLUNTEER FOR WHITMAN COLLEGE.

Signature of Volunteer

Date

Printed Name of Volunteer