OSU Foundation Confidentiality Agreement

I understand that in my role I will be provided with access to personal and/or sensitive data. This data may include information about OSU donors, OSU alumni, organizations and friends of the university. In this role:

- I will maintain in strictest confidence all of the data to which I have access
- I will share information only on a strict need-to-know basis and I will exercise reasonable care in how information is shared
- I will not share personal or otherwise confidential information with individuals who are not authorized to access such information
- I will take reasonable precautions when accessing such information, and do so only from trusted personal computers and mobile devices, using secure wireless networks, password-protection, and sensible device-management practices (e.g., keeping software up to date, running regular anti-virus scans, enabling firewalls, etc.)
- I will not share my password for accessing any OSUF system (e.g. CRM Advance, Financial Edge, etc) with any other individual
- When disposing of confidential data, I will ensure that such data is shredded, securely deleted, or otherwise disposed of in a permanent and complete fashion
- If at any time I believe that my account credentials are at risk for unauthorized access, I will notify the OSUF ITS Service Desk immediately, at osufservice@osufoundation.org
- I will use my access to CRM Advance data only to advance OSU’s mission and as sanctioned by OSU
- I understand that the use of CRM Advance data for personal purposes is prohibited

I understand that failure to abide by the agreement outlined above will result in loss of access privileges and I may be subjected to disciplinary measures.

Name: _______________________________________

Signature: ____________________________________  Date: _____________

Inquiries on this agreement should be directed to the OSUF Senior Director of Information Technology Services: Dan Whitingger, dan.whitingger@osufoundation.org