STATEMENT OF CONFIDENTIALITY
AND RESPONSIBLE USE POLICY FOR VOLUNTEERS

Reason for Policy

Confidentiality is a paramount consideration in the work done by the Communications and Public Relations Department at the Institute (the "Department"), whether in communications, alumni relations, or fundraising. The department relies upon all persons with access to data stored in its Salesforce system ("Salesforce") to maintain strict confidentiality concerning information obtained during the conduct of their work.

With gaining access to information from Salesforce alumni information lists, users will agree to adhere to the below outlined policies and follow all guidelines and directions, as put forth by the Department in accordance with this document. Users understand that jeopardizing any confidential database information or participating in inappropriate exposures of **confidential and/or sensitive information** in an injudicious fashion will lead to immediate removal from volunteer activities and information access.

Enforcement

The Institute may temporarily suspend or block access to a volunteer, prior to the initiation or completion of an investigation, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of the Institute or other computing resources or to protect the Institute from liability. The Institute may also refer suspected violations of applicable law to appropriate law enforcement agencies. Users who violate this policy may be subject to disciplinary action, and may be denied further access to the Institute computing resources.

General Compliance

Users will respect the confidentiality and privacy of individuals whose records are accessed, observe any ethical restrictions that apply to data to which is accessed, and abide by applicable laws and policies with respect to access, use, or disclosure of information. All data users having access to restricted or limited-access data will formally acknowledge (by this signed statement) their understanding of the level of access provided and their responsibility to maintain the confidentiality of data they access. Each data user will be responsible for the consequences of any misuse. Users are expressly prohibited from releasing identifiable information to any third party without specific written approval by the Department.

Users shall not use confidential information for any personal gain or offer such information to any individuals for publications that would be detrimental to the Institute or any individual associated with the Institute during or subsequent to volunteer service.

Users shall not distribute, circulate, or disclose confidential Institute information including information that has been extracted from Salesforce through reports, or saved to external files. Any other uses of extracted data must be approved by the Head of the Department. Failure to do this will result in removal from volunteer activities.

Users are **strictly prohibite**d from using Salesforce data to solicit persons or corporations. All solicitation efforts MUST be approved by the Head of the department. Once approved, solicitation data will be supplied by the Department through the standard Salesforce database.

Data Security and Destruction

Whether spoken, in hardcopy or electronic form, users shall organise, distribute, print, store, maintain, analyse, and/or transfer data, under their control in such a manner as to reasonably prevent loss, unauthorized access or divulgence of confidential information. Data files containing individually-identifiable information and/or supporting research findings shall be stored and archived securely.

If materials containing individually-identifiable data are to be destroyed, the method of destruction shall be appropriate. Such materials shall **not go into normal trash or recycling bins.** Destruction should be by shredding or other protective disposal technique. Electronic records are subject to comparable controls. Unless stored and archived securely as necessary to support research findings, data files should be destroyed promptly after serving their purpose. Special care shall apply to the control, management and destruction of various export formats offered by standard query tools including but not limited to spreadsheet, comma-delimited, pdf and html.

I have read and understand this Statement of Confidentiality and Responsible Use for Volunteers and agree to abide by its standards of conduct.

_____   _____
Signature   **Date**

_____
Print Name

Please return the completed form to:
Alumni Relations and Career Services
The Graduate Institute of International and Development Studies
PO Box 1672
1211 Geneva 1
or Fax: +41 22 908 57 10