

**Miami University
Division of University Advancement
Confidentiality Statement**

Miami University's Division of University Advancement is committed to the ethical collection and use of information in the pursuit of legitimate institutional goals. Confidential information about donors, alums and friends as well as confidential information about the institution, in oral form, or on electronic, magnetic, or print media, shall be scrupulously protected so that the relationship of trust between the Miami's constituents and the University is upheld.

The information you have received is from Miami University's information system. While some of this information may be available to the general public, information herein is for University use only. Miami University takes the privacy of our donors, friends and alums very seriously. Due to our commitment to protecting your privacy, the University asks that to the extent possible, please deal discreetly with the information being provided to you and preserve its use for University purposes only. Thank you for your cooperation as we strive to protect all of our constituents.

Confidentiality Agreement

By signing this document, I acknowledge my understanding of Miami University's confidentiality requirements. I agree to abide by these requirements and deal discreetly with confidential records and information. I will respect our constituents' right to privacy and avoid disseminating confidential information outside the organization. Miami University records and data will not be reproduced or stored in a retrieval system other than that approved by the organization, or transmitted in any form or by any means, electronic, magnetic, mechanical, photocopied, recorded or otherwise.

Signature

Date