

UC SANTA BARBARA
Office of Development

Confidentiality Agreement for Volunteers

UC Santa Barbara is the custodian of many types of information, including that which is confidential, proprietary, and private. Individuals who have access to such information are expected to be familiar and to comply with applicable laws, University policies, directives and agreements pertaining to access, use, protection and disclosure of such information.

As a volunteer serving on a Regional Leadership Committee, you may be exposed to information which is confidential, proprietary, and/or private in nature. Unauthorized disclosure of confidential or private information is a serious violation of UCSB policy and may subject you to removal from your role with the university and could subject you to prosecution under the law.

Care must also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents or devices containing confidential information are not left in the open or inadvertently shared.

It is the policy of UC Santa Barbara that personal and financial information must be kept confidential both during and after volunteer service. Volunteers are also required to return materials containing privileged or confidential information at the time of expiration of service.

This responsibility will be executed in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, the California Information Practices Act, California Public Records Act, and other applicable laws, the policies and procedures of the University of California, UCSB, and the Division of Institutional Advancement. For more information on the applicable laws and the policies and procedures of the University of California and UC Santa Barbara, please visit:

<http://www.policy.ucsb.edu/information-stewardship/information-practices/privacy-security>

As a steward of information that may be confidential, proprietary, and/or private, you agree:

- The information I have access to is confidential, proprietary, and/or private and is to be used only in the performance of my UCSB-related activities.
- I will not modify, divulge or circulate any confidential, proprietary, and/or private information without proper authorization from the UC Santa Barbara designate.
- I am responsible for protecting and maintaining the confidentiality of all confidential, proprietary, and/or private information I am provided by UC Santa Barbara. Confidential, proprietary, and/or private information physically transported or electronically transmitted must be appropriately secured. If confidential, proprietary, and/or private information is stored on portable devices (laptop, PDA, etc.), it should only be stored for the duration of necessary use and must be protected through encryption or other methods. Private information should not be stored in cloud-based applications.

- I am responsible for notifying the UC Santa Barbara designate if I have reason to believe there may be a breach of confidentiality or unauthorized disclosure.
- I understand that the failure to comply with this agreement and/or any standards of the University's confidentiality policies constitutes a breach of University policy.
- I understand that inappropriate disclosure, access, or removal of confidential, proprietary, and/or private information or any breach of University standards of confidentiality and privacy policy may result in my removal as a volunteer and possible prosecution under the law.
- I understand that any confidential, proprietary, and/or private information shared with me by UC Santa Barbara must be kept confidential both during and after my volunteer service and that I will return materials containing confidential, proprietary, and/or private information at the time of the expiration of my volunteer service to UC Santa Barbara.

I have read this statement and by signing below I certify that I understand and agree to comply with the policies stated and that my agreement to comply with these policies shall continue even after I leave association with the UC Santa Barbara.

Committee Member's Signature

Print Name

Date

Staff Signature (on behalf of UC Santa Barbara)

Staff Name and Title