Butler University Volunteer
Non-Disclosure and Data Sharing Agreement

Butler University Volunteers play an instrumental role in the Butler community. I have volunteered to assume a position of trust working with Butler University, in which position Butler representatives may from time to time disclose to me certain confidential information or trade secrets, including but not limited to compilations of constituent information and information about campus initiatives, programs, and campaigns not yet disclosed to the public or the general Butler community audience.

I agree to keep confidential, not disclose to third parties, and use reasonable diligence to protect from disclosure confidential information or trade secrets unless Butler University authorizes me to make a limited disclosure of specific information.

The obligation of non-disclosure will terminate if/when (a) the confidential information becomes known to the public without the fault of Recipient, (b) the information is disclosed publicly by Butler, or (c) the information loses its status as confidential. In any event, the obligation of non-disclosure shall not apply to information that was known to me prior to the execution of this Agreement.

Some volunteers will make use of Constituent Data either compiled and/or managed by University Advancement, Enrollment Management or additional campus partners. This data may include sensitive information, which is a class of data that may be protected or restricted by law or contractual agreement, and/or is prohibited from disclosure as a matter of course pursuant to Butler University practice or policy. Examples of such data may include individual names in combination with any of the following: birth date, Butler ID number, addresses, e-mail addresses, telephone numbers, or parent/family information.

I agree on the importance of protecting the privacy and security of the data that I have access to via Butler University. If given access to Constituent Data, I agree to the following terms:

- I am provided with this information in strict confidence to enable me to perform my functions as a volunteer.
- I will not share this information outside of the circle of University engagement or enrollment management employees and volunteers acting on behalf of Butler University.
- I will ensure the information I receive is kept safe and secure from any unauthorized access, which includes preventing access to my computer files, paper files or other media which contain Butler University data.
- In the event of any breach or compromise of the security, confidentiality or integrity of computerized data where Data is stored, I will immediately notify Butler University of the breach/compromise, and cooperate with any and all requested remediation efforts.
- When my status as a volunteer is inactive, I will destroy all electronic copies and shred all paper copies of the data I have received.

This agreement will remain in effect for one year, unless terminated earlier by either party. The confidentiality provisions contained herein shall be in effect for four years beyond termination of the agreement.