*James Madison University – University Advancement*

*Policy Compliance*

Check with your supervisor and/or Data Manager for specific procedures related to data use. Your signature below signifies your compliance with all University data management policies and procedures and applicable State and Federal laws. Please visit <http://www.jmu.edu/JMUpolicy/> to review the following University policies: 1204 Information Security, 1205 Data Stewardship, 1207 Appropriate Use of Information Technology Resources, 1208 Password Management, 3102 Family Educational Rights and Policy Act (FERPA), 5101 Solicitation of Private Funds, and 1103 Responding to External Requests for Information.

*Donor Bill of Rights*

Philanthropy is based on voluntary action for the common good.  It is a tradition of giving and sharing that is primary to the quality of life.  To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the nonprofit organizations and causes they are asked to support, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgment and recognition.
6. To be assured that information about their donations is handled with respect and with confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

*Confidentiality Statement*

Information gathered and contained within James Madison University to include data on alumni, donors, staff, friends, corporations, foundations and affiliate organizations. As a James Madison University employee or student, I agree to read and abide by the ethics guidelines put forth by the Council for Advancement and Support of Education (CASE) and to read and understand the CASE “Donor Bill of Right.” I understand that prospect and donor data is strictly confidential and sensitive in nature. I understand that a breach of this agreement may result in disciplinary action, including the loss of access to alumni and prospect records and possibly sanctions as defined in university policies.

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Print Employee Name Date

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Signature of Employee