



University
Advancement

FLORIDA INTERNATIONAL UNIVERSITY

Confidentiality Agreement

I, _____, acknowledge that in the course of my work activities as an agent of the Florida International University Foundation, Inc., I may have access to documents, data (in various forms) or other information, some or all of which may be confidential, proprietary and privileged from disclosure.

Except as required by my activities, I agree to never, either during or after my assignment as an agent of the Florida International University Foundation, Inc., to directly or indirectly use, publish, disseminate or otherwise disclose to any third party, or use for personal gain, confidential, proprietary or privileged information acquired in the course of my activities.

I have been informed and understand that the Florida Legislature granted an exception to Public Records Act F.S. Ch.199 through F.S. 1004.28(5) in an effort to protect confidentiality of donors and information associated with philanthropic activity.

All philanthropic promotions and solicitations will follow the ethical guidelines promoted by the Council for Advancement and Support of Education (CASE). I have been informed of the Florida International University Official Policy regarding Ethics in University Advancement and agree to abide by the professional conduct outlined in this policy.

I understand that if I violate the standards of confidentiality I may be subject to dismissal from my position and/or may be subject to prosecution under applicable federal and state laws.

Printed Name

Witness Printed Name

Signature

Witness Signature

Panther ID Date

Date

Title & Department

Title & Department