



## Data Use and Confidentiality Agreement

Sigma Sigma Sigma Foundation, Inc. (the “Foundation”) will provide relevant information from the database, financial statements and prospect research (the “Data”) to volunteers and staff to further the Foundation’s mission. To ensure the confidentiality of the Data and protect the privacy of the constituents, it is important for volunteers and staff to understand and adhere to proper use and protection of the Data.

The Data is solely intended to accomplish the mission of the Foundation and, specifically, the stated purpose of the request. The Data provided cannot be re-used, shared, distributed, or used in any way that might compromise the confidentiality of the Data. The Data may not be used for commercial or political purposes or for the benefit of any other organization.

Data requested should be appropriate to the activity for which it was requested and will be reviewed on a case-by-case basis.

Once the Data is used for the intended purpose, the Data should be deleted (if electronic) from the user’s computer or shredded (if the Data is printed). The Foundation staff can shred the Data if necessary.

### Agreement

I, \_\_\_\_\_, understand my responsibility in protecting the confidentiality of Data I receive and agree that all Data will be used solely for the purposes as stated in each request. This agreement will stand for all future Data requests I make to the Foundation in my role as a volunteer or staff member. I agree to comply with all state and federal laws pertaining to the use of this Data.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINTED Name

Activity in which Data will be used:  
\_\_\_\_\_  
\_\_\_\_\_