As a volunteer/employee of Radford University you may be exposed to confidential records and information regarding the University's constituency. Part of your agreement with the Foundation must include your willingness to respect our constituents' right to privacy, to deal discreetly with the information to which you are exposed, and to avoid dissemination confidential information to anyone not directly affiliated with the University.

The Association of Professional Researchers for Advancement (APRA) has developed the following Statement of Ethics, with which you are expected to comply:

Non-public information is the property of the institution for which it was collected and shall not be given to persons other than those who are involved with the cultivation or solicitation effort or those who need that information in performance of their duties to that institution.

Confidential information pertaining to donors or prospective donors shall be scrupulously protected so that the relationship of trust between the donor and the institution and the integrity of the prospect research professional is upheld.

Donors records, both hard copy and electronic and other donor information, is highly confidential and protected by both University and Foundation policy. You must not discuss with anyone outside the office any personal donor information, nor may you release any information nor documents to a third party without the authorization to do so.

Signed: _______________________________________________________

Date: __________________________________________________________