UVAFinance

NON-DISCLOSURE AGREEMENT
For Access to the University of Virginia
Gift and Endowment Agreement Database

As a condition of my access to the University of Virginia Gift and Endowment Agreement Database ("Endowment Database"), I agree that, except as required for the conduct of University business, I will hold in strict confidence and not disclose any information that I obtain from the Endowment Database, including but not limited to the identity of donors, the amount of particular gifts, and any personally identifiable information.

In particular, I agree that:

1. I understand that information contained in the Endowment Database is considered University confidential information. I understand my role in safeguarding confidential information and agree to abide by the University's policies on protection of confidential information. (See: University policies IRM-003 and IRM-012). I understand the University has the right but not the obligation to make the Endowment Database accessible to me;

2. I will limit my access to the Endowment Database to the information necessary to perform my job responsibilities and will use Endowment Database information only for University business purposes;

3. Except as required to fulfill my job responsibilities, I will not make unauthorized copies of or disclose information obtained from the Endowment Database to any person or entity, except to UVA's employees, agents or representatives who need to know such information to assist UVA (or act on its behalf) for the conduct of University business, either during the course of my employment or following my employment;

4. Notwithstanding any other term or condition of my employment (including any contract for employment or expectation of continued employment, if applicable), I understand that I may be subject to personnel action (including termination of employment) in the event of my actual breach or threatened breach of this Agreement. I understand that nothing in this Agreement otherwise varies from or changes any other term or condition of my employment by the University; and

5. I will not share my user ID or passwords with anyone.

Signature by Endowment Database User: By signing this document, I attest to having read, understood and agreed to the obligations herein:

_____ _____ _____ _____
Name (print) Signature Date UVA Computing ID

_____ _____
Department Position (title)

Approval of School or Business Unit Official: I agree that the above-named individual has a legitimate business need to access information in the Endowment Database, and approve the granting of access to this individual under the terms set forth herein:

_____ _____ _____
School Approver (print name & title) Signature Date