

University of Pennsylvania Carey Law School
Confidentiality / Non-Disclosure Statement – Alumni Data
For Penn Law Alumni Volunteers

Penn Law Alumni Volunteers (hereafter “volunteers”) are important partners of the University of Pennsylvania Carey Law School and play a vital role keeping alumni connected to Penn Law. These volunteers vary significantly in the range and type of activity they are involved in, the number of alumni they reach, and the level of independence of their operation.

All volunteers must agree, however, on the importance of protecting the privacy and security of alumni data they access from Penn Law. Individuals working for or on behalf of alumni groups, therefore, agree to provide the following information and abide by the following terms:

1. I request the following information about Penn alumni:
Contact information for regional alumni as specified by Law School staff.
2. I will use this information for the following purpose:
To carry out my volunteer role as an alum in conjunction with the Law School’s development and alumni relations staff.
3. I understand that I may utilize data about Penn alumni only for the purposes described above.
4. I understand that any data furnished from Penn will not include records of alumni who have opted out of sharing data with alumni groups, affinity groups, student groups and regional representatives.
5. I will exercise reasonable care when handling and transmitting any sensitive alumni data. Every effort should be made to collect and share only necessary information and to maintain and share such data in a reasonably secure form.
6. If I have any questions regarding appropriate use, sharing and protection of alumni data, or questions regarding offering alumni privacy choices, I will contact the appropriate staff contact in the Department of Development and Alumni Relations.
7. Effective date:
Five years from the date of the initial signature of this form.

I have read and agree to abide by the privacy guidelines as stated above.

Requestor

Name: _____

Signature: _____

Class Year: _____

Email Address: _____

Telephone Number: _____

Date: _____

Approved by Alumni/Development Staff

Name: _____

Email Address: _____

Telephone Number: _____

Date: _____