Williams Volunteer Confidentiality

Because we routinely provide you with private information appropriate to your volunteer assignments, the guidelines below are designed to protect you and all members of the Williams family against unauthorized use or disclosure of personal data, including email and postal addresses, telephone numbers and giving histories.

Guidelines

1. Please handle this confidential information responsibly and discreetly and respect your fellow alumni’s right to privacy.

2. This information is for Williams-related purposes only, and may not be used for commercial, political or advocacy solicitations of any kind.

3. Please don’t share or permit access to this confidential information with any person or organization unless authorized to do so by Williams.

4. Please don’t alter, copy, duplicate, reproduce, store in a retrieval system, or transmit this data in any form or by any means unless authorized to do so by Williams.

5. Please promptly dispose of (or return to Williams) any data no longer needed for your volunteer work. Disposal must be secure and unrecoverable (shredded or erased if stored in an electronic format).

Many thanks for abiding by these conditions. We appreciate everything you can do to make sure the privacy of your fellow Ephs is honored and protected.