

**ACKNOWLEDGEMENT
OF
CONFIDENTIALITY**

I, _____ certify that any Advancement Services data I receive and/or have access to will be used only for work justified by the programs of Middle Tennessee State University.

I acknowledge that I am not to release Advancement Services data in any format, including but not limited to verbal, electronic, magnetic, or print outputs to unauthorized personnel without the approval of the Director of Advancement Services.

I understand that data report documents are to be disposed of in an appropriately confidential manner.

I further understand that unauthorized use of data could be interpreted as a violation of State and/or Federal statutes and could be punishable by fine, imprisonment, dismissal or other personnel action.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____