

## CRM Access Request Form

Name:

Title:

EMPLID:

Department:

College/Unit:

Supervisor:

Supervisor's Title:

Please indicate the following functionalities you will need within the database (all access beyond demographic view-only is subject to approval and assigned on a need-only basis):

- ☐ Address/email/phone lookup of donors and alumni/a
- ☐ Gift history lookup of donors and alumni/a
- ☐ Adding and editing of fundraiser notes on interactions with donors
- ☐ Gift report access (donor focused)
- ☐ Fund report access (financial focused)
- ☐ Other? \_\_\_\_\_

# **FSU Advancement Records Confidentiality Compliance Agreement**

## **Confidentiality of FSUF Records**

The Florida State University Foundation Inc. is a non-profit 501(c) (3) direct-support organization of Florida State University responsible for generating private financial assistance for the University. The Foundation's ability to assure donors, prospective donors and alumni that their personal and financial information will be held in confidence is essential to fulfilling its mission of raising private support for FSU. According to **Florida Statutes Section 1004.28 (5)**, all Foundation records are confidential and exempt from Florida public records laws.

## **Fundraising Purposes and Activities**

All fundraising activities undertaken by a Foundation board member, volunteer, FSU staff member, FSU faculty member or FSU student are to be coordinated through the Foundation and undertaken only on behalf of the Foundation for the benefit of the University. All individual and/or organizational records, and any information or documents associated with these records are to be used only for pre-approved activities, including fundraising activities and other activities that support the Foundation. Such information and documents are considered records of the Foundation and are to be treated as confidential records.

## **Access, Use and Disclosure of Foundation Information**

The FSU Foundation maintains authority for all personal and financial information contained in its databases. All information contained in the Foundation's databases is strictly confidential and the property of the FSU Foundation and is to be used to assist the Foundation in supporting the missions of the Foundation and the University. Any user who is granted the privilege of accessing the Foundation's database or is a recipient of any Foundation information or data is expected to respect the confidentiality and privacy of all individual and organization records stored in the Foundation's databases. Users are required to abide by all applicable policies with respect to access, use or disclosure of Foundation information. These records, both hard copy and electronic, are highly confidential and must not be discussed with anyone outside Florida State University or the Florida State University Foundation. No Foundation data or documents can be released to a third party without proper authorization from the FSU Foundation Director of Data Management or his/her designee. No Foundation data or documents can be reproduced, stored in a retrieval system (shadow database) or transmitted in any form other than that approved by the FSU Foundation. Use of Foundation information for any private, commercial, or political purpose is strictly prohibited.

## **Compliance**

Failure to abide by this policy may result in denial of access to information contained in any of the Foundation databases and will be considered in violation of **Florida Statutes Section 1004.28 (5)** (attached).

I, \_\_\_\_\_, hereby agree to comply with the above stated Confidentiality Compliance Agreement and follow all compliance guidelines governing the use of Foundation records/data as outlined in the Foundation's **Records Access Use/Policy Statement** (attached).

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Please return this signed page along with the User Account Request to Lisa Powell  
[lpowell@foundation.fsu.edu](mailto:lpowell@foundation.fsu.edu) or Fax: 850-644-6211 – or Mail code: 2739

## **FSU ADVANCEMENT DATABASE**

### **RECORDS/ACCESS USE POLICIES**

Officers, employees and affiliates of Florida State University and its direct support organizations will abide by the Statement of Ethics promulgated, advocated and published by the Council for the Advancement and Support of Education (CASE) as follow:

- I will not violate my trust as an employee or affiliate by divulging any materials or information related to the FSU Advancement Database or the university's advancement programs to those outside the organization or those within the organization not authorized to receive such information.
- I will not violate the privacy and confidentiality of any written, verbal or electronic communication between FSU or direct support organization employees and donors or prospective donors.
- I will at all times safeguard the privacy rights and confidential information of donors.
- I will not grant or accept favors for personal gain, nor will I solicit or accept favors for FSU or an FSU direct support organization where a higher public interest would be violated.
- I may not accept gifts from any donor or vendor or anyone else doing business with a direct support organization, unless authorized in advance by the organization's Executive Committee.
- I will avoid actual or apparent conflicts of interest and, if in doubt, seek guidance from the chief executive of the direct support organization.
- I will actively discourage bequests to me or my family from donors and others with whom my relationship emanated from my role as employee or affiliate of a direct support organization.
- I will decline any request to serve as a compensated fiduciary of any estate, as trustee for any planned gift or estate, or as guardian for any donor.

**Florida 1004.28 Direct-support organizations; use of property; board of directors; activities; audit; facilities.—**

(1) DEFINITIONS.—For the purposes of this section:

(a) “University direct-support organization” means an organization which is:

1. A Florida corporation not for profit incorporated under the provisions of chapter 617 and approved by the Department of State.

2. Organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to or for the benefit of a state university in Florida or for the benefit of a research and development park or research and development authority affiliated with a state university and organized under part V of chapter 159.

3. An organization that a state university board of trustees, after review, has certified to be operating in a manner consistent with the goals of the university and in the best interest of the state. Any organization that is denied certification by the board of trustees shall not use the name of the university that it serves.

(b) “Personal services” includes full-time or part-time personnel as well as payroll processing.

(c) “Property” does not include student fee revenues collected pursuant to s. 1009.24.

(2) USE OF PROPERTY.—

(a) Each state university board of trustees is authorized to permit the use of property, facilities, and personal services at any state university by any university direct-support organization, and, subject to the provisions of this section, direct-support organizations may establish accounts with the State Board of Administration for investment of funds pursuant to part IV of chapter 218.

(b) The board of trustees, in accordance with rules and guidelines of the Board of Governors, shall prescribe by rule conditions with which a university direct-support organization must comply in order to use property, facilities, or personal services at any state university. Such rules shall provide for budget and audit review and oversight by the board of trustees.

(c) The board of trustees shall not permit the use of property, facilities, or personal services at any state university by any university direct-support organization that does not provide equal employment opportunities to all persons regardless of race, color, religion, gender, age, or national origin.

(3) BOARD OF DIRECTORS.—The chair of the university board of trustees may appoint a representative to the board of directors and the executive committee of any direct-support organization established under this section. The president of the university for which the direct-support organization is established, or his or her designee, shall also serve on the board of directors and the executive committee of any direct-support organization established to benefit that university.

(4) **ACTIVITIES; RESTRICTION.**—A university direct-support organization is prohibited from giving, either directly or indirectly, any gift to a political committee or committee of continuous existence as defined in s. 106.011 for any purpose other than those certified by a majority roll call vote of the governing board of the direct-support organization at a regularly scheduled meeting as being directly related to the educational mission of the university.

(5) **ANNUAL AUDIT.**—Each direct-support organization shall provide for an annual financial audit of its accounts and records to be conducted by an independent certified public accountant in accordance with rules adopted by the Auditor General pursuant to s. 11.45(8) and by the university board of trustees. The annual audit report shall be submitted, within 9 months after the end of the fiscal year, to the Auditor General and the Board of Governors for review. The Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall have the authority to require and receive from the organization or from its independent auditor any records relative to the operation of the organization. The identity of donors who desire to remain anonymous shall be protected, and that anonymity shall be maintained in the auditor's report. All records of the organization other than the auditor's report, management letter, and any supplemental data requested by the Board of Governors, the university board of trustees, the Auditor General, and the Office of Program Policy Analysis and Government Accountability shall be confidential and exempt from the provisions of s. 119.07(1).

(6) **FACILITIES.**—Each direct-support organization is authorized to enter into agreements to finance, design and construct, lease, lease-purchase, purchase, or operate facilities necessary and desirable to serve the needs and purposes of the university, as determined by the system wide strategic plan adopted by the Board of Governors. Such agreements are subject to the provisions of ss. 1010.62 and 1013.171.

(7) **ANNUAL BUDGETS AND REPORTS.**—Each direct-support organization shall submit to the university president and the Board of Governors its federal Internal Revenue Service Application for Recognition of Exemption form (Form 1023) and its federal Internal Revenue Service Return of Organization Exempt from Income Tax form (Form 990).

**History.**—s. 172, ch. 2002-387; s. 173, ch. 2007-5; s. 89, ch. 2007-217.