



## Confidentiality Agreement for the Use of HSG Alumni Data

between

HSG Alumni and \_\_\_\_\_

represented by \_\_\_\_\_

function \_\_\_\_\_

address/mail \_\_\_\_\_

The recipient of the contact information supplied by HSG Alumni is obligated to comply with the following terms and conditions:

- The recipient can only use the Alumni data information for the following stated purpose:

\_\_\_\_\_  
\_\_\_\_\_

- The recipient is obligated to comply with the Data Protection Act.
- The use of data cannot in any way contradict the Statutes of the HSG Alumni Organization.
- The data provided cannot be used for any commercial purpose.
- The data may only be used once. Exception to this regulation must be granted by the HSG Alumni Office.
- The distribution of data to third persons, e.g. external organizations, associations or private persons is prohibited.

Compliance with these terms and conditions will be monitored through the use of control addresses. In the case of non-compliance, the data recipient is liable to pay a contractual penalty in the amount of CHF 10,000.00. HSG Alumni reserves the right to assess higher damages.

I accept the terms and conditions:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **General Guidelines for the Address Database**

It should be a general rule that HSG Alumni Clubs do not pass member's addresses on to third party organizations or persons. Exceptions can be made when:

- use of the address supports the Club mission
- when the member does not restrict the use of their personal address and the addresses are not used for commercial purposes and
- the third party organization is either a Club/Association of HSG Alumni or a part of the University of St.Gallen, e.g. Institute or recognized Association.

HSG Alumni is not obliged to release the Address information. Decisions regarding the handling of the database rest solely with HSG Alumni management.