

7. Aquinas College Institutional Advancement Office Records Information Release Policy Statement

Statement of Purpose

The Aquinas College Advancement Office maintains a database of biographical and gift/pledge information about College alumni and friends in accordance with the general needs and expectations of the College community.

The information contained in this database is intended exclusively for purposes related to Aquinas College programs.

It is the desire of the Advancement Office to support the ongoing activities of Aquinas College by providing assistance for programs, communications and events which bring together alumni, donors and friends of the College. In order to provide the best possible service to those with legitimate needs for such information, and at the same time maintain the confidentiality of the information entrusted to us by our alumni, the following policies have been developed. These policies have been approved by the Aquinas College Alumni Association Board of Directors and the Aquinas College Board of Trustees and will apply to every request for information.

Statement of Information Release Policies

I. The following may request information from the Development Department database:

- A. College-affiliated organizations and alumni constituent groups, in support of approved activities (see list of approved activities below). Those organizations include but are not limited to:

- Aquinas College Alumni Association
- Alumni constituent groups chartered by the Aquinas College Alumni Association
- Aquinas College Advancement
- Aquinas College Office of Alumni and Parent Relations
- Administrative units of Aquinas College
- Academic units of Aquinas College
- Athletic units of Aquinas College
- Career and Counseling Services

In cases of dispute about whether an organization has a legitimate affiliation with the College, the final decision will rest with the Vice President for Advancement or her/his designee.

- B. Other colleges and universities seeking the location of alumni with degrees from both Aquinas College and the requesting institution.
- C. Law enforcement agencies and student loan agencies.
- D. Agencies that assist Alumni and Advancement offices in locating Aquinas College's lost alumni
(e.g., Harris Publishing, USPS Locator Service, etc.).
- E. Upon establishing their status on our system by providing their class year (in the case of alumni) or other identifying fact(s), individuals may request public information for up to three

individuals. Requests for public information for more than three individuals must be made in writing, stating the reason for the requested information. Staff may, at any time, require a written request from any individual if they feel unsure about the request. A fee may be imposed for extraordinary research, programming, or materials changes.

All requests from anyone else seeking information on another person will be forwarded to that person so that he/she can decide whether or not to contact the requestor. No information will be released for those records coded "No Contact" indicating the alumnus or alumna has requested no College contact.

All requests for information from members of the media must be referred to the Aquinas College Office of College Relations.

II. Following is information that may be released from the Advancement Department database:

Information available for release is confined to "public information" which is limited to:

- Full Name
- Address and telephone number
- Degree and date of degree(s) awarded by Aquinas College
- School(s) from which the degree(s) was/were granted with major field of study
- Employer address and telephone number
- E-mail address
- Fax number(s)

"Public information" will be provided only to those requestors identified in I. A. through I.E. above.

Federal Law severely restricts the amount of information that may be released on current students. No information on students will, therefore, be released based on data maintained by the Advancement Office. All requests for information on current students should be forwarded to the Records Office.

In addition to "public information" requests from the Aquinas College Alumni Association, Advancement, administrative, academic or athletic units of Aquinas College, those units will be provided the following information:

- Employment
- Student activities
- Alumni activities
- Family members
- Degrees obtained from other schools
- Miscellaneous comments, awards, text, etc.
- Gift/Pledge data

III. The following statements specify the acceptable internal uses of information from the alumni database:

- A. Advancement will make available information from its database for the support of approved, College-related activities. Approved activities include the following:
 - Alumni Relations
 - Advancement

College Relations
Government Relations
School/department communications to alumni/constituents
College-sanctioned research
Continuing Education Programs
Student recruitment

In cases of dispute about what constitutes an approved activity, the final decision will rest with the Vice President for Advancement or her/his designee.

- B. Information maintained by the Advancement Department is not available for release for non-related commercial or political purposes.
- C. If the information provided will result in the preparation of lists or directories that are to be published in book, magazine, newsletter or other forms for general distribution among alumni groups, prior to publication each individual who might be included must be provided the opportunity to indicate in writing whether he/she wishes to be excluded.
- D. Approved requestors of data from Advancement may contract the services of outside vendors (e.g. data processing consultants, direct mail firms, marketing and merchandise firms, etc.) to process and/or distribute information obtained from Advancement Department for approved use in these cases:
 - 1. The vendor must agree to use the information only for the purpose intended by the College client. The sale or transfer of the information by the vendor is strictly prohibited.
 - 2. If the project in question results in the publication of directories or lists as identified in III.C. above, the procedures outlined in III.C. must be followed prior to publication.
 - 3. The vendor must ensure the prompt return of any College owned computer tapes, discs, or electronic software provided in fulfillment of the contract.
 - 4. The College client or the vendor agrees to pay any costs associated with systems programming or special data processing that might be required beyond the normal capabilities of the Advancement Department computer system.
 - 5. In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the Advancement database is the responsibility of the requestor.

IV. Formats available for distribution of information.

Information may be obtained in the form of lists, labels, computer tapes, diskettes, and downloads by authorized college representatives in support of approved activities as noted in III.A. of this document. It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement.

V. Compliance with the above policy.

Failure to abide by any of the policies stated within this document may result in denial of access to information contained in the Advancement database. Request for re-instatement of access to this information must be approved by the Vice President for Advancement or her/his designee, and must include written assurance of future compliance with these policies.