POLICY ON PRIVACY AND RELEASE OF ALUMNI AND DONOR INFORMATION STATEMENT OF PURPOSE

The Office of Prospect Management and Research maintains biographical, directory, and gift pledge information about alumni, donors, and other friends of Claremont Graduate University. This information is intended exclusively for purposes related to the programs of the Graduate University. This information recorded in the Development Information Systems (DIS) is intended to support the ongoing activities of the Claremont Graduate University by providing assistance for programs, communications, and events that demonstrate to alumni, donors, and friends of the Graduate University the importance of their ongoing support and involvement. 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 and other constituents, the following policies have been developed.

INFORMATION RELEASE POLICIES:

Requests for Information

Requests for information will be accepted from the following constituencies:

1. Offices and organizations of Claremont Graduate University, in support of approved activities (see list of approved activities below). These offices and organizations include but are not limited to: Development, Alumni Public Relations, Career Services, other administrative offices of the Graduate University, Academic and Center and program offices of the Graduate University. In cases of dispute about whether an organization has legitimate affiliation with the Graduate University, the final decision will rest with the Vice President for Advancement.

2. Agencies that assist Advancement in locating lost alumni and updating systems.

3. Alumni, members of the Board of Trustees, and members of the Boards of Visitors, personally known to the staff, who are advancing the progress of the University.

4. All requests for specific information from members of the media must be referred to the Office of Marketing and Communications.

Federal law severely restricts the amount of information that may be released on current students. All requests for information on current students should be forwarded to the person about whom information is sought so that he/she can decide whether or not to contact the person or organization making the request.

A fee may be imposed for extraordinary research, programming, or material charges.
Categories of Information

The following categories of information may be released from the Development Information Systems:

1. Information available for release is confined to public information which is limited to: full name, address and telephone number, degree(s) and date of degree(s) awarded by CGU, Center(s)/School(s) or an unaffiliated department from which the degree(s) was/were granted and a major field of study, business address and telephone number, e-mail address, fax number(s).

2. In addition to "public information," Development, Public Relations, Career Services, administrative offices, academic center and program offices, or recognized alumni constituent groups may be provided the following information: employment, alumni activities, membership on the Board of Trustees, the various Boards of Visitors, the Alumni Council(s), the various alumni advisory groups, and other positions of service to the Graduate University, family members and other recorded information, indication of death, degrees obtained from other schools, membership in the Society from the Claremont Graduate University, the James A. Blaisdell Society, and other donor recognition organizations, solicitation restrictions and selections, participation in the donor groups. Other attributes recorded in the Development Information Systems.

3. In addition to the information listed above, only Advancement may be provided the following information: gift/pledge data, contact information, screening data, all additional categories of data recorded in the Development Information Systems.

4. The following additional restrictions will be enforced, notwithstanding anything in the preceding guidelines.

   No information will be released for those records coded "Do Contact" indicating the alumnus or alumna has requested no contact with the Graduate University.

   Information for those records coded "Do Not Release" will be made available only for the internal use of offices and programs of the Graduate University. In particular, information from records so coded will not be provided in response to direct requests by alumni, students, or other individuals, nor will it be given to alumni, students or any other individuals by Career Services or any other office or organization of the Graduate University.

Uses of Information

The following statements specify the acceptable internal uses of information from the Development Information Systems:

1. The Office of Prospect Management and Research will make available information from the Development Information Systems for the support of approved activities of the Claremont Graduate University, to the office(s) or organization(s) responsible for the activities. Approved activities include the following: public relations, government relations, Center/Program communications to alumni/constituents, the Academy of Lifelong Learning, University sanctioned research, student recruitment, and fundraising.

2. In cases of dispute about what constitutes an approved activity, the final decision will rest with the Vice President for Advancement.

3. Information maintained by the Office of Prospect Management and Research is not available for release for non-related, commercial, or political purposes.

4. The preparation of lists or directories that are to be published in book, magazine, newsletter, or other form for general distribution among alumni or constituent groups will be done directly by the Office of Prospect Management and Research, and not by any other office or organization of the Graduate University.
5. Advancement may from time to time 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 the Development Information Systems. In these cases: the vendor must agree to use the information only for the purpose intended by the Graduate University. The sale or transfer of the information by the vendor is strictly prohibited; if the project in question results in the publication of directories or lists as identified in III.C above, the procedures outlines in III.C must be followed prior to publication; the vendor must ensure the prompt return of any software owned by the Graduate University which may be provided in fulfillment of the contract; if the processing or distribution of the information undertaken by Development on behalf of some other authorized office or organization of the Graduate University, that office or organization or the vendor may be required to agree to pay the costs associated with systems programming or special data processing that might be required beyond normal capabilities or the Development Information Systems; in all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the Development Information Systems is the responsibility of the person and office or organization making the request.

6. Information from the Development Information Systems is not to be downloaded, exported, or transferred to any other database or information system, except as noted in III.D above, without express written consent of the Vice President for Advancement.

Format of Information

Format is available for the distribution of information.

1. Information may be provided in the form of lists, labels, or mail-merge files. Offices of the Graduate University may also be provided with on-line access to information.
2. It is the responsibility of the individual and office requesting information to maintain the absolute confidentiality of that information as specified in this policy statement, and to ensure that the information will be used only in support of approved activities as notes in III.A of this document.

Compliance

Policy compliance
1. Failure to abide by any of the policies stated within this document may result in denial of access to information contained in the Development Information System. Request for re-instatement of access to this information must be approved by the Vice President for Advancement and must include a written assurance of future compliance with these policies.

Other Policies

Other policies relating to information systems.
1. Access to information maintained in the Development Information Systems, specifically including but not limited to on-line access to this information, is subject to all institutional computing policies and procedures, including "The Claremont Colleges General Guidelines for Appropriate Use of Campus Computing and Network Resources" and "CGU Administrative Computing Policies".

"I the undersigned have read and understand the Policy on Privacy and Release of Alumni and Development Information. I agree to use the information provided only for the approved program(s) of the Claremont Graduate University, as described in that policy. Furthermore, I understand that the use of the information for political or commercial purposes is strictly prohibited."

Printed Name ______________________________________________________________

Signature ______________________________________________________________

Date ____________________________