

Volume A1: Advancement	A1.1 Request for Alumni Information	Responsible Office: Institutional Advancement
	Effective Date: 02/24/2012 Last Revision: 08/26/2013	Responsible Officer: Vice President

POLICY STATEMENT

All information contained in the Northeastern Illinois University (NEIU) donor database is the property of the University and under the supervision of Institutional Advancement and the Alumni Association. This information is used only for the purposes which benefit the Foundation and Northeastern Illinois University and are consistent with their missions. The two basic principles which govern this policy are as follows:

1. The protection of the individuals' contact information and use of their information according to any of their expressed, written wishes;
2. The beneficial use of the information for NEIU and the NEIU Foundation.

PURPOSE OF THE POLICY

The purpose of this policy is to provide guidance regarding the receipt, maintenance, use and disclosure of any information contained in the NEIU donor database as it relates to alumni.

WHO IS AFFECTED BY THIS POLICY

The University Community: faculty, staff, alumni, internal organizations and programs

REGULATIONS

Information about individual NEIU alumni is never made available for non-NEIU purposes or for use by any organizations not affiliated with NEIU. Alumni information is not issued to individuals requesting it for personal use. Alumni data may not be used in conjunction with any commercial purpose. Alumni information acquired by the University for purposes related to student records, both electronic and hard copy, are highly confidential.

1. University and Foundation staff will ensure that information about individual alumni from the database is not available for release for commercial or political purposes at any time.
2. No information will be released to vendors or third party partners. And, alumni information will not be released for individual purposes.
3. Alumni information provided may only be used for the purposes intended and the purpose must be legitimate and lawful in nature.
4. The sale or transfer of the information to another party is strictly prohibited.
5. Information is provided for one-time communication purposes only and is approved for university-related activities only. These activities include alumni relations, public relations, research, continuing education programs, giving requests, and recruitment.
6. The Alumni Relations Office must receive and approve a copy of the material that is to be distributed before the requested information is released.
7. The NEIU employee requesting the information will ensure that it is protected and used solely for the approved purposes.

PROCEDURES

1. Legitimate and lawful information requests by members of the University Community will be routed to the Alumni Relations Office for review and approval.



2. Members of the University Community, who would like to access alumni information, will complete the Alumni Information Request Form and will forward the request to the Director of Alumni Relations. The form is found at www.neiu.edu/alumni.
3. The requester will provide a sample or samples of the material(s) that will be distributed using the alumni data along with the Alumni Information Request Form.
4. The requestor must sign the Confidentiality Statement and ensure that the information will remain confidential. The Confidentiality Statement is found at www.neiu.edu/alumni.
5. The Director will review the request and ensure that the request meets the policy guidelines.
6. The Director will present the Alumni Information Request Form to the Vice President for Institutional Advancement for his/her signature.
7. If the request is approved, the information will be provided within 10 business days in the format requested.
8. If the request is not approved, the Director will inform the individual requesting the alumni information.

HISTORY

08/26/2013 – Revised; revised policy code number
 04/03/2012 – Revised; revised policy statement.
 Formerly Administrative Memorandum No. 38 – Release of Alumni Information, effective dated 03/01/1995

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Alumni Relations Director	(773) 442-4208	d-tapia1@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.