NEIU | NORTHEASTERN ILLINOIS UNIVERSITY

University Policy

Volume A1: Advancement	**A1.1**	**Responsible Office:** Office of Alumni Relations
Chapter:	**Request for Alumni Information**	**Responsible Officer:** Vice President for Institutional Advancement
	Effective Date: 02/24/2012 **Last Revised:** 07/02/2026 **Date of Next Review:** 07/01/2031	

POLICY STATEMENT

Northeastern Illinois University maintains both donor and alumni databases which are proprietary and under the exclusive supervision and control of the Offices of Institutional Advancement and Alumni Relations. Protected donor and alumni information is only to be used by permission for purposes which benefit the University and Foundation, and which purposes are consistent with their missions without compromising donor privacy.

PURPOSE OF THE POLICY

The purpose of this policy is to provide guidance regarding the 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

Illinois Criminal Code 720 ILCS 5/17-51

Information about individual NEIU alumni shall only be available to NEIU employees or organizations and individuals directly affiliated with NEIU who need access to this information in order to perform job responsibilities and/or carry out the work of NEIU. Alumni data shall 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. Unauthorized access to and/or use of University donor and/or alumni information may result in disciplinary action up to and including dismissal and/or criminal penalties.

1. Institutional Advancement and Foundation staff shall ensure that information about individual alumni from the database is not available for release for commercial or political purposes.
2. No information will be released to vendors or third-party partners. Alumni information will not be released to individuals for personal use.
3. Alumni information provided shall only be used for the purposes intended (university-related activities; see Regulation 5., below) and the purpose must be legitimate and lawful in nature.
4. The sale or transfer of confidential alumni information is strictly prohibited and violations may be subject to disciplinary action up to and including dismissal and/or criminal penalties
5. Information is provided for the single requested purpose only; if another need arises, a separate request must be submitted. Approval is for university- related activities, including but not limited to 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 materials proposed to be distributed prior to the release of any requested alumni information.
7. The NEIU employee requesting alumni information shall ensure it is protected and used solely for the approved purposes.
8. The requestor must sign the Confidentiality Statement and ensure that the information will remain confidential. The Confidentiality Statement is found here.

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 Director will review the request and ensure that the request meets the policy guidelines. Under special circumstances the Director may present the Alumni Information Request Form to the Vice President of Institutional Advancement for review. These requests include when the requestor seeks approval in fewer than 10 days, or if the request is for more than one purpose.
5. If the request is approved, the information will be provided within 10 business days in the format requested.
6. If the request is not approved, the Director will inform the individual requesting the alumni information in writing.

HISTORY

07/02/2026 – completed 30-day public comment phase

04/08/2025 - Revised

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

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

I1.01.1 Acceptable Use of Information Technology Resources

APPENDICES

Alumni Information Request Form

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact:	Phone:	E-mail:
Office of Alumni Relations	(773) 442-4205	alumni@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.

APPENDIX A

DATA FILE REQUEST FOR ALUMNI INFORMATION

Before we consider your request, please answer the following questions. After submission, a representative of IA will contact you regarding any questions that may arise. Submission does not imply approval of request and both Alumni and IA will review all requests and inform you of their status.

It is understood that any data files provided are confidential and may only be used for the purpose submitted. In addition, I also understand that no solicitation request for contributions can be made without the approval of the Office of Alumni Relations.

☐ I understand and will abide by this statement.

Name of Individual Requesting Data

Department

Contact Email

Extension

Name and contact information for the Department Chair that has given approval for request

Please tell us the purpose of your Data request

Please tell us the purpose of your data request.

Which Alumni are you hoping to target with this data request: *

Please identify the College

Are there specific Majors (name them or say all Majors in the specified college)?

Are there specific Minors (name them or say all minors in the specified college)?

Graduation Class/Years you are targeting. Be specific with start and end years.

Expected Completion Date mm / dd / yyyy

Information needed in the data file: Check all that apply. For additional information, please use Other.

- [ ] Constituent Preferred Name and Address
- [ ] Preferred E-mail
- [ ] Preferred Phone Number

- [ ] Majors
- [ ] Minors
- [ ] Graduation Date
- [ ] Other...

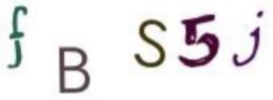
If you need us to know more about your request, please provide details here

If you are intending to solicit donations with the data provided, please understand you must first submit and review a Charitable Solicitation form with Development Staff for approval.

- [ ] A Charitable Solicitation form has been submitted for review
- [ ] The data will not be used for donation requests
- [ ] Other...

Please email a copy of your Charitable Solicitation Form to maceved2@neiu.edu.

CAPTCHA



What code is in the image? *

Enter the characters shown in the image.

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit