

## < University Name>, Alumni Data Use Policy

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<b>1 Purpose</b>	The <University Name> recognizes the importance of safeguarding personal information, particularly in today's increasingly computerized environment. The institution strives to improve opportunities and services for its alumni while maintaining robust privacy protections for alumni data. The university has implemented the following policy and related processes to secure alumni data and give alumni adequate control over the use, accuracy, and access of their information.
<b>2 Scope</b>	The policy applies to all <University> offices that interact with alumni data including faculty, student groups, and volunteers.
<b>3 Statement of Policy</b>	<p><b>3.1 Collection of Personal Information</b></p> <p>3.1.1 Information collected by the &lt; University&gt; for alumni includes</p> <ul style="list-style-type: none"> <li>• Academic records</li> <li>• Employment Status: Job Title, Job Location, Company name</li> <li>• Personal and Work Contact number</li> <li>• Personal and Work Email</li> <li>• Family Information</li> <li>• Updated Address</li> <li>• Gender, Date of Birth, Ethnicity</li> <li>• Current Institution, for continuing studies.</li> </ul> <p>3.1.2 Information will be collected in the form of:</p> <ol style="list-style-type: none"> <li>a. Online forms, available at the &lt; University&gt;'s website.</li> <li>b. Online Survey</li> <li>c. Physical forms filled by alumni, if they are participating or attending any &lt; University&gt;'s alumni activities.</li> </ol> <p>3.1.3 The university will collect or use alumni data for alumni-oriented outreach, service, development, and engagement programs. Such programs include communicating about alumni events, providing lifelong e-mail addresses, fundraising activities, building relationships, and offering online community services.</p> <p>3.1.4 The purpose of collecting information will be to measure the success of our programs, to ask for support, to share our news and events with you, assist current students in establishing a network/connection and finding work opportunities.</p>

	<p><b>3.2 Accuracy and Retention</b></p> <p>If an alumni's personal information is used by the university to make a decision that directly affects the alumni, the university must</p> <ol style="list-style-type: none"> <li>make every reasonable effort to ensure the information is accurate and complete.</li> <li>retain the personal information for at least 15 years, if alumni agree.</li> </ol> <p><b>3.3 Use and Disclosure of Personal Information</b></p> <p>3.3.1 The &lt; University&gt; may use personal information only for the purpose as subjected in section 3.1.3 and use it consistently for that purpose in a reasonable manner.</p> <p>3.3.2 Personal information for alumni will be disclosed by the university</p> <ol style="list-style-type: none"> <li>only if the individual the information is about has identified the information and consented, in the prescribed manner, to the disclosure.</li> <li>only to comply with an enactment of Alberta or Canada, agreement made under an enactment of Alberta or Canada.</li> <li>for a research purpose, only if any record linkage is not harmful to the alumni the information is about and the benefits to be derived from the record linkage are clearly in the public interest.</li> <li>for a research purpose, only if the third party to whom the information is disclosed has signed an agreement to comply with the university's policies and procedures relating to the confidentiality of personal information.</li> <li>Only if disclosure is necessary to protect the health, safety, or property of any person.</li> </ol> <p><b>3.4 Sharing Restriction</b></p> <p>The university will refrain from sharing personal information with third parties for their own use, separate from approved &lt; University&gt;'s alumni activities. In addition, the University may confirm school and year of graduation information with requesters, typically employers verifying resume information, unless the alumnus has requested a nondisclosure as a student or an alumnus.</p>
<b>4 Responsibilities</b>	<p><b>4.1 Protection of personal information</b></p> <p>The IT department of the &lt; University&gt; must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction.</p>
<b>5 Verification of Policy Compliance</b>	<p>5.1 The &lt; University&gt;'s faculty members, student groups, and volunteers with access to alumni data must give in writing to abide by privacy preferences expressed by alumni and by the University's privacy policy, or Alumni data use policy.</p> <p>5.2 Failure to comply with this policy may result in penalties as stipulated in provincial and federal legislation, and the &lt; University&gt;'s regulations.</p>
<b>6 Privacy Inquiries</b>	<p>If alumni or others have concerns or questions about</p> <ul style="list-style-type: none"> <li>&lt; University&gt;'s partnerships with outside organizations.</li> <li>regarding specific opt-out options.</li> <li>privacy program.</li> </ul> <p>They may contact alumni@university.ca</p>

**7 References**

[Freedom of Information and Protection of Privacy Act \(FOIP\)](#), chapter F-25