

## 7. Aquinas College Advancement Office Records Information Statement

### Statement of Purpose

The Aquinas College Advancement Office provides information about College alumni and the College community.

The information contained in this document is for informational purposes only and is not intended to be used for any other programs.

It is the desire of the Advancement Office to provide assistance for programs, colleges, and friends of the College. In order to provide this information, and at the same time maintain the privacy of our alumni, the following policies have been established by the College Alumni Association Board of Directors. We will respond to every request for information.

### Statement of Information Release Policy

#### I. The following may request information:

- A. College-affiliated organizations and activities (see list of approved organizations) limited to:
  - Aquinas College Alumni Association
  - Aquinas College Alumni constituent organizations
  - Aquinas College Advancement Office
  - Aquinas College Office of Administrative units
  - Academic units of the College
  - Athletic units of the College
  - Career and Counseling Center

In cases of dispute about the release of information, the final decision will rest with the College Alumni Association Board of Directors.

- B. Other colleges and universities
- C. Law enforcement agencies
- D. Agencies that assist Alumni

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

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.