Southern Illinois University Carbondale
Division of Institutional Advancement

Information Access and Privacy Policies

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I. Statement of Purpose:

This policy is jointly approved by the SIU Alumni Association, SIU Foundation and Southern Illinois University, three independent organizations, to allow them to cooperate in the use of information which is beneficial to all three parties. This policy recognizes that there are contracts currently in existence between the parties; this policy is to be construed as consistent with those contracts. If the contracts as currently written, or later amended, differ from this policy the contract terms will control, anything in these policies not withstanding.

The Division of Institutional Advancement maintains biographical, membership, gift/pledge and related information about University alumni, donors, prospects and friends. The information contained in these records is intended exclusively for purposes related to Institutional Advancement (which includes the SIU Alumni Association and the SIU Foundation) and Southern Illinois University.

To assure the best possible service to those with legitimate needs for such information, while maintaining the confidentiality of the information and preserving the integrity of the relationship between alumni, donors, friends and SIUC, the following policies have been developed and approved by the SIU Alumni Association Board of Directors and the SIU Foundation Board of Directors. These policies apply to every request for information and to all forms of information (paper and electronic) owned and maintained by the SIU Alumni Association and the SIU Foundation through the Division of Institutional Advancement.

Institutional Advancement has adopted the following basic principles:

1. The Right to Privacy - Every individual has the right to not have personal information divulged to others. We will consider all information confidential.

2. Information Necessity - We will collect and use only information that is needed for effective institutional advancement. We will avoid the collection of unnecessary data that might compromise an individual’s privacy.

3. Individual Ethical Responsibility - Any person utilizing or maintaining information available by Institutional Advancement is responsible for his/her individual acts as agreed to in the Confidentiality Agreement.

4. Data Integrity - We will strive for accurate recording of all data and will only use requested data for its approved purpose.

II. Statement of Policies:

A. Definition of Information Requestors

1. Staff Internal to Institutional Advancement - this includes all departments of Institutional Advancement, Alumni Association and Foundation.

2. Regulatory Groups - Internal & External Auditors

3. External - Each of the following categories of requestors are defined as “external to Institutional Advancement”.

a. University Administration - SIU President’s Office staff and SIUC Chancellor’s Office staff.

b. Collegiate Units (Dean’s staff)

c. Departments

d. SIU Foundation Fiscal Officers

e. Volunteers (defined as someone who is working with a staff member of Institutional Advancement on a defined project that meets “acceptable uses of information”)

1. SIU Foundation and Alumni Association Board Members
2. Other Volunteer Boards and Individuals Identified by Institutional Advancement Staff

f. Registered Student Organizations

g. Students (independent research projects)

h. Outside Professional Organizations

i. Contractual Partners (entities that have contractual agreements to provide goods and/or services)

j. Faculty/Staff

k. Media

B. Levels of Access

1. Staff internal to Institutional Advancement - Access to the Institutional Advancement Information System (IAIS), paper records and other related information.

2. Regulatory Groups - Access as needed to fulfill their regulatory obligations.

3. External - All requestors external to Institutional Advancement will have NO direct access to the Institutional Advancement Information System. Information will be restricted to requests that qualify as an acceptable use of information and to the “information” to be released as defined in IIC. Only the Alumni Association and or Foundation will grant limited access to information on case by case basis.

In cases of dispute about whether an organization has a legitimate affiliation with the University, the final decision will rest with the Vice Chancellor for Institutional Advancement.

All requests from anyone seeking information on another person will be forwarded to that person so that he/she can decide whether or not to contact the requestor.
Any individual, upon request, will have the opportunity to review his or her own information and may request to have his/her record set to “Do Not Release” (see above paragraph), i.e. opt-out.

No information will be released to any requestor external to Institutional Advancement for those records coded “Do Not Release” indicating the individual’s request to not release his/her data.

C. Information Which May Be Released:

The following information may be released to requestors external to Institutional Advancement:

Full Name, Spouse Name, Address & Phone #, Degree Data (date, major), employer address and phone #, e-mail address and fax #, published gift club levels, previously published information (i.e. news articles), membership information, affiliations, homepage URL, and organizational general financial information. The specific information to be released will be determined by operating procedures of Institutional Advancement.

D. Acceptable Uses of Information:

A. The Institutional Advancement Information System will support approved, University-related activities. Approved activities include but are not limited to the following:

Alumni Relations
Development
Public Relations
Government Relations
School/Department Communications to Alumni/Constituents
Student Recruitment
Career Placement
Accreditation Reviews
University-sanctioned Research Projects
State-Mandated Alumni Surveys
Institutional Research
Continuing Education

B. Information maintained by Institutional Advancement 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, prior to publication each individual who might be included may be provided the opportunity to indicate whether he/she wishes to be excluded. Directory-level information that may be included in such publications includes but is not limited to name, home address and telephone number, SIU degree (academic unit, major, date), SIU affiliations.
D. Requestors of data from IAIS may contract the services of outside vendors (i.e. direct mail firms, merchandising firms) to process and/or distribute information obtained from IAIS. In these cases:

1. The Vice Chancellor for Institutional Advancement may review a proposed contract to determine the ability to meet technical information and coordination needs, but not for proprietary purposes.

2. The vendor must agree to use the information only for the purpose intended as stated in the contractual agreement.

3. If the project in question results in the publication of directories or lists as identified above, the procedures outlined above must be followed prior to publication.

4. In all cases involving the use of outside vendors, the absolute confidentiality of the information provided is the responsibility of the requestor as provided in the Privacy Agreement. If an outside vendor has an acceptable privacy agreement stipulated in the contract that is agreeable by both parties, it is acceptable to use that agreement instead of the Institutional Advancement Privacy Agreement.

E. Formats Available for Distribution of Information

Information may be obtained in the form of lists, labels, tapes, diskettes or other media by authorized university representatives in support of approved activities.

F. Confidentiality Agreement

All information requestors will be required to read these policies and sign the Confidentiality Agreement. (see Attachment #3.) It is the responsibility of the requestor to maintain the absolute confidentiality of that information and it shall be used solely for the purpose granted and for no other reason.

G. Privacy Statement

Institutional Advancement will publicize the following Privacy Statement:

“The Division of Institutional Advancement at Southern Illinois University Carbondale is committed to maintaining the trust and confidence of our alumni, donors, and friends. An important benefit of your affiliation with Institutional Advancement (which includes the SIU Alumni Association and the SIU Foundation) and Southern Illinois University is the opportunity to receive offers for products and services from our select affiliates. For this reason we want you to understand how we protect your privacy. If you are an alumnus, we obtain your information from your University student record. We also obtain nonpublic personal information about you from surveys, transcript requests, communication/activities with university departments and personal exchange. This information will be used to support Institutional Advancement and university programs. Only those people who need it to perform those responsibilities are authorized to have access to your information. You may withdraw from any of our services by notifying the Division of Institutional Advancement.”
III. Compliance with Policy

Failure to abide by any of the policies stated within this document will result in denial of access to information and other disciplinary and/or legal action in accordance with University policy, local, state and federal laws. Request for re-instatement of access to this information must be approved by the Vice Chancellor for Institutional Advancement, Executive Directors of the SIU Alumni Association and the SIU Foundation and must include a written assurance of future compliance with these policies.
Southern Illinois University Carbondale
Division of Institutional Advancement

CONFIDENTIALITY AGREEMENT

In consideration of my affiliation with the SIU Alumni Association, the SIU Foundation or Southern Illinois University, I agree as follows:

I acknowledge that in the course of my activities or during the performance of my duties, I will have access to information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as confidential.

Except as required by my activities or during the performance of my duties, I agree that I shall never, either during my affiliation with the SIU Alumni Association, the SIU Foundation or Southern Illinois University or thereafter, directly or indirectly use, publish, disseminate or otherwise disclose to any person any information that I may have acquired. The information shall be used solely for the purpose granted and for no other reason. I also agree that I shall not use information available to me for any personal, professional, political or financial benefit or gain.

I have read and understand the Confidentiality Policies of the SIU Carbondale Division of Institutional Advancement and agree to adhere to these policies. Failure to abide by any of the policies stated within this document will result in denial of access to information and other disciplinary and/or legal action in accordance with University policy, local, state and federal laws.

________________________________________
Signature

________________________________________
Print Name

________________________________________
Department

________________________________________
Date

Signed on behalf of Institutional Advancement

9/13/01