

## DEPAUW UNIVERSITY POLICY ON THE PRIVACY OF ALUMNI DATA

- I) General Privacy Statement. DePauw University understands the importance of protecting the privacy of personal information, especially in today's increasingly electronic environment. DePauw seeks to enhance opportunities and services for alumni, consistent with strong privacy protections for alumni data. The University has adopted the following policy and related procedures to protect alumni data and provide alumni with appropriate control over the use, accuracy, and availability of their data.
- II) Scope. This statement applies to all DePauw University offices that interact with alumni data. Specifically, it applies to the Development and Alumni Engagement Division, the Center for Student Engagement, and other offices or groups that work with alumni data.
- III) Use and Sharing Restrictions.
- a) *Purpose restriction.* DePauw will use alumni data only for DePauw alumni-oriented outreach, services, development, and engagement programs. Such programs include for example communicating about alumni events, providing lifelong e-mail addresses, fundraising activities, building relationships, and offering online directory services.
- b) *Limitation on Sharing.* Alumni data will be shared only with DePauw faculty, staff and student workers with a need to know; with authorized users<sup>i</sup> in the case of directory information in the online directory; and with approved partners of DePauw for the purpose of advancing a program designed to serve DePauw alumni. DePauw will not share personal information with third parties for their use independent of authorized DePauw alumni activities.
- i) In addition, DePauw 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.
- c) *Assurances by Faculty and Staff. Accessing Alumni Systems.* All DePauw faculty and staff with access to the alumni data system will agree in writing to abide by privacy preferences expressed by alumni and by DePauw's privacy policy. See Alumni Data Use and Confidentiality Agreement.
- d) *Alumni Groups, Volunteers.* Alumni clubs, affinity groups, regional representatives, class representatives and volunteers are important partners of DePauw University and play a vital role keeping alumni connected to DePauw. As a result, DePauw may provide such groups, based upon their presentation of the proposed use of data or the overall program, certain alumni data, consistent with privacy preferences expressed by alumni, provided that these organizations agree in writing to DePauw's Alumni Data Use and Confidentiality Agreement.
- e) *Third Party Product and Service Offerings.* DePauw occasionally offers products and services that provide a benefit to DePauw alumni. DePauw provides such data for approved programming purposes, consistent with privacy preferences expressed by alumni and provided that these organizations agree in writing to specific privacy and security requirements approved by DePauw.
- f) *Law-related Disclosures.* DePauw may disclose your personal information as required by law in connection with judicial or administrative proceedings or if, in the sole discretion of DePauw, disclosure is necessary to protect the institution.

---

<sup>i</sup> The term "authorized users" has different meanings in different Schools and Centers. In general, authorized users are alumni who are registered to use the applicable online applications such as alumni themselves, and students currently registered at DePauw. For more information about who is authorized to access online applications, please contact the Office of Alumni Engagement.