



Alumni Directory and Online Community Information

Alumni information compiled in the BGSU Alumni Directory and available in the On-Line Community (OLC) is confidential and for the exclusive purposes of BGSU and its Alumni organizations, as well as BGSU alumni. The intended purpose of this information is to assist alumni in maintaining personal relationships with fellow alumni and to improve communication concerning University-related activities or interests. It is not available for other private purposes such as commercial solicitations or the expression of personal, political, social, or economic views. An alumnus may request the removal of his/her information from the OLC site at any time. This policy applies to all alumni and university personnel.

Release of Alumni/Development Information

A. General Principles

Information maintained in the alumni/donor database may be released to employees of BGSU, University-affiliated programs or organizations, and alumni, parent and friend volunteers who are acting for the purpose of official University business or otherwise approved activities. All requestors of information must be submitted in writing and provide the purpose for which the data is being requested. Public release of individually identifiable gift information will not be made without the consent of the donor or the Vice President of University Advancement.

- 1) University-related groups or organizations requesting public information must acquire the following approval
 - a) Information requests from volunteers require the approval of an Alumni Affairs administrative staff member or a development officer.
 - b) Information requests from student organizations require approval of their advisors, with the following exceptions: fraternities, sororities, Honor Societies and UAA do not need their advisors' approval.
 - c) Students requesting alumni information for class projects require the approval of a faculty member and the Director of Alumni and Development
 - d) Private information may be provided with special approval from the Director of Alumni and Development.
- 2) Public information may be released to vendors approved through the Alumni Affairs affinity programs.
 - a) Vendor contracts should clearly define the acceptable use of this data.
 - b) Alumni are informed of these programs and are given the opportunity to "opt-out" of these vendor solicitations.
- 3) Public and limited personal and restricted information may be released to agencies employed by the Alumni and Development Office to locate lost alumni addresses or to assist in enhancing our database with additional data on our alumni and friends. Contracts with such agencies should address the secure transfer of data, as well as measures in place to protect the data.

- 4) Final decisions in disputes concerning whether a specific request supports "official University business" will rest with the Vice President of University Advancement.
- 5) The information released for these approved purposes should be limited to that which is immediately necessary to complete the current task or project. . Restricted information on specific gifts and donors will only be released to University Advancement staff or other University staff such as college deans who require the information for fundraising purposes.
- 6) All released information is considered confidential and should be shared only with those individuals in a similar capacity and having the same need to know.

B. Information Requests for Non-University Related Business

Requests from individuals or agencies not related to University business must acquire the approval of the Director of Alumni and Development or Vice President of University Advancement. Only public information will be released to individuals not employed by or under contract with the University

- 1) Requests for Information that has been included in materials previously released to the public by the University may be fulfilled without prior approval.
- 2) Requests to confirm the degree of an alumnus for employment or publicity purposes will be referred to the Registrar's Office.
- 3) Any inquiry from the public media, law enforcement or legal representatives must be directed to the Vice President of University Advancement to determine the appropriate action.
- 4) Requests from individuals or organizations invoking the Ohio Public Records Laws must be approved by the Vice President of University Advancement. Publicly available records are the names and addresses of actual donors, the date, the amount and condition of the actual donation. Donor profile records are exempt from disclosure (Ohio Rev. Code 149.43) and include current and potential donors.
 - a) All public records requests are to be forwarded to the Vice President of University Advancement for review by the Foundation attorney and processing.
 - b) The Foundation attorney will evaluate the request, ascertain if any statutory or other lawful exemptions apply and, if so, whether the Vice President for UA should assert those exceptions or waive them. The Office of General Council may be consulted in these evaluations
 - c) The approved documents will be requested from the office of Alumni and Development. If necessary, redactions will be completed by the Office of University Advancement.
 - d) A final transmittal document is prepared by the Office of University Advancement that will contain an explanation of the response and that will specify the appropriate copying and postage charges. If documents are requested merely for inspection, the Foundation attorney will review that matter on a case-by-case basis.