

"I the undersigned have read and understand the policies of Duke University Alumni & Development Systems (A&DS) regarding the use of information provided from the A&DS database. I agree to use the information provided only for the approved University program(s) as stated below.

Furthermore, I understand that the use of the information for political or commercial purposes is strictly prohibited."

Printed Name

Signature

DUKE UNIVERSITY ALUMNI & DEVELOPMENT SYSTEMS RECORDS INFORMATION RELEASE POLICY STATEMENT

Statement of Purpose:

The Duke University Alumni & Development Systems (A&DS) maintains a database of biographical and gift/pledge information about University alumni and friends in accordance with the general needs and expectations of the University community. The information contained in this database is intended exclusively for purposes related to Duke's programs.

It is the desire of A&DS to support the ongoing activities of Duke University by providing assistance for programs, communications, and events which bring together alumni, donors, and friends of the University. In order to provide the best possible service to those with legitimate needs for such information, and at the same time maintain the confidentiality of the information entrusted to us by our alumni, the following policies have been developed. These policies have been approved by the Duke Alumni Association Board of Directors and the Duke University Board of Trustees and will apply to every request for information.

Statement of Information Release Policies:

I. The following may request information from the A&DS database:

- A. University-affiliated organizations and alumni constituent groups, in support of approved activities (see list of approved activities below). Those organizations include but are not limited to:

- ! Duke University Alumni Affairs
- ! Alumni constituent groups chartered under the Duke Alumni Association
- ! Duke University Development
- ! Administrative units of Duke University
- ! Academic units of Duke University
- ! Athletic units of Duke University
- ! Central Administration
- ! Career Development Center(s)

In cases of dispute about whether an organization has a legitimate affiliation with the University, the final decision will rest with the Senior Vice President for Alumni Affairs & Development or his designee.

- B. Other colleges and universities seeking the location of alumni with degrees from both Duke University and the requesting institution.
- C. Law enforcement agencies and student loan agencies.
- D. Agencies that assist Alumni & Development Systems in locating Duke University's lost alumni (e.g. USPS Locator Service).

E. Upon establishing their status on our system by providing their social security number (in the case of alumni) or other identifying fact(s), individuals may request public information for up to three 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 charges.

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 "Do Not Release" indicating the alumnus or alumna has requested no University contact.

All requests for information from members of the media must be referred to the Duke University Office of Public Affairs or similar professional school office.

II. Following is information that may be released from the A&DS database:

Information available for release is confined to "public information" which is limited to:

- ! Full name
- ! Address and telephone number
- ! Degree(s) and date of degree(s) awarded by Duke University
- ! School(s) from which 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 A&DS. All requests for information on current students should be forwarded to the appropriate Registrar's office.

Information provided to volunteer alumni constituent groups will be limited to those alumni who are affiliated with the requesting group.

In addition to "public information," requests from the Duke Alumni Association, Development, administrative, academic, or athletic units of Duke University and Central Administration will be provided the following information:

- ! Employment
- ! Student activities

- ! Alumni activities
- ! Family members
- ! Degrees obtained from other Schools
- ! Miscellaneous comments, awards, text, etc...
- ! Gift/Pledge data

III. The following statements specify the acceptable internal uses of information from the alumni database:

- A. A&DS will make available information from its database for the support of approved, University-related activities. Approved activities include the following:

- ! Alumni relations
- ! Development
- ! Public relations
- ! Government relations
- ! School/department communications to alumni/constituents
- ! University-sanctioned research
- ! Continuing education programs
- ! Student recruitment

In cases of dispute about what constitutes an approved activity, the final decision will rest with the Senior Vice President for Alumni Affairs & Development or his designee.

- B. Information maintained by A&DS 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. Requestors of data from A&DS 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 A&DS. In these cases:
1. The vendor must agree to use the information only for the purpose intended by the University 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. The vendor must ensure the prompt return of any University owned computer tapes or electronic software provided in fulfillment of the contract.
4. The University client or the vendor agrees to pay any costs associated with systems programming or special data processing that might be required beyond the normal capabilities of the A&DS computer system.
5. In all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the alumni database is the responsibility of the requestor.

IV. Formats available for distribution of information.

Information may be obtained in the form of lists, labels, computer tapes, diskettes, and downloads by authorized university representatives in support of approved activities as noted in III.A of this document. It is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in this policy statement.

V. Compliance with the above policy.

Failure to abide by any of the policies stated within this document may result in denial of access to information contained in the A&DS database. Request for re-instatement of access to this information must be approved by the Senior Vice President for Alumni Affairs & Development or his designee and must include written assurance of future compliance with these policies.