

## **UNLV Foundation Records Release Policy**

By accepting this agreement, I attest that I have read and understand the policy of the UNLV Foundation regarding the use of information provided from the Foundation/Alumni RE database. I agree to use the information provided only for the approved University program(s) as stated below.

In addition, I attest that the supporting publications/documents to be mailed have been reviewed and approved by the VP/Dean of your program.

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The UNLV Foundation maintains a database containing information about UNLV alumni and friends for the purpose of advancing the University. Information contained in this database is intended exclusively for purposes related to the UNLV Foundation and UNLV's programs.

All information pertaining to alumni, donors and prospective donors must be kept confidential. It is our policy, that no unauthorized possession or dissemination of this information be permitted. All forms of possession and dissemination are covered, including hard copy files, electronic files, computer printouts and phone conversations.

UNLV-affiliated organizations and alumni constituent groups, in support of approved activities may access information contained in the database. Those organizations include but are not limited to: UNLV Development, UNLV Alumni Relations, administrative units, academic units, athletic units, President's Office and other university offices.

UNLV Foundation will make available information from its database for the support of approved, University-related activities. Approved activities include but not limited to the following: Development, Alumni Relations, Public Relations, Government Relations, school/department communications to alumni/constituents, university sanctioned activities, continuing education programs, and student recruitment.

Upon establishing their status on our system by providing their identifying fact(s), individuals may request personal information for that individual. Requestors will be required to provide that request in writing.

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 records that contain "do not contact" codes indicating the alumnus or alumna has requested no UNLV contact.

Requests for information from members of the media must be referred to the UNLV Foundation or UNLV Office of Media Relations.

Requests for information from law enforcement agencies must be referred to the UNLV Foundation or UNLV Office of Media Relations.

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 UNLV Foundation. All requests for information on current students should be forwarded to the Registrar's office.

The following information may be released from the Foundation/Alumni RE 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 UNLV
- 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)

In addition to "public information," requests from UNLV Development, UNLV Alumni Association, or other units where a signed confidentiality agreement is on file, will be provided the following information:

- Employment
- Student activities, if known
- Alumni activities
- Relationships members
- Degrees obtained from other schools
- Gift/Pledge data
- Other miscellaneous data, such as notes, awards, etc..

If the information provided will result in the preparation of lists or directories that are to be published in a book, magazine, newsletter or other forms for general distribution among alumni groups, prior to publication each individual who is included must be provided the opportunity to indicate in writing whether he/she wishes to be excluded.

If requestors of data from the Foundation/Alumni RE database contract the services of outside vendors (e.g. data processing consultants, direct mail firms, marketing, etc.) to process and/or distribute information obtained from the Foundation/Alumni RE database:

- 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;
- the vendor must ensure the prompt return or destruction of any UNLV owned computer media or electronic file/software provided in fulfillment of the contract;
- the UNLV 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 UNLV Foundation computer system;
- in all cases involving the use of outside vendors or contractors, the absolute confidentiality of the information provided from the Foundation/Alumni RE database is the responsibility of the requestor.

To reiterate, it is the responsibility of the unit requesting information to maintain the absolute confidentiality of that information as specified in these policies.

Use of information maintained by the UNLV Foundation for non-related commercial or political purposes is strictly prohibited.

Failure to abide by any of the policies stated within this document may result in denial of access and/or is grounds for possible disciplinary action.