



External Affairs – Advancement Services Policy and Procedures for Alumni/Development Information

External Affairs – Advancement Services is responsible for the maintenance of accurate and up-to-date records of alumni, donors, corporations, foundations and other related information.

The University policy on the sharing of alumni and development records is the administrative responsibility of the Associate Director, Advancement Services. These lists are to be used only for genuine alumni or student related functions, not for commercial or political purposes. Some acceptable uses are alumni mailings or publications, planning class reunions, university fundraising and other UBC approved purposes.

To facilitate the Associate Director, Advancement Services managing of the alumni and development records and in keeping with the Freedom of Information and Privacy Act, the following principles regarding ethics and confidentiality have been devised:

The individual's right to privacy: Every individual has the right to not have personal information divulged to others unless it exists in public sources.

The moral responsibility: Researchers, fundraisers, outside consultants and volunteers in their capacity of working on behalf of the institution are responsible for the moral ramifications of their individual acts.

The protection of confidential material: Records pertaining to individuals and/or organizations are to be kept confidential and are to be used only by those staff members who require the information to further the official mission of the institution.

The importance of confidential material: Public routine directory information may be shared with another member institution as a professional courtesy so long as no information is sold or bartered to another institution or individual.

The importance of record awareness: All files are protected under The University of British Columbia's established policies and are protected from general access. Permission for access to such files may be obtained from the Associate Director, Advancement Services, or designate.

STATEMENT OF APPROPRIATE USE

The University of British Columbia External Affairs - Advancement Services

Donor and alumni records are to be used only for the purpose in which they were requested and approved. Any other use of this data will be in violation of the Freedom of Information and Privacy Act and may result in forfeiture and/or suspension of your privilege to request information.

Signature of this form indicates that the requester takes responsibility for reading and understanding the principles as outlined and also accepts the above stated terms of use.

Name and Title (please print): _____

Signature: _____

Degree and Year of Graduation: _____

Approved Use & Data Type: _____