

Information Access and Privacy Policy

Purpose: This policy is jointly approved by the Alumni Association and the Foundation, entities collaborating in the use of information that is beneficial to both parties. This policy is to assure the best possible service to those entities with legitimate needs for such information, while maintaining the confidentiality of the information and preserving the integrity of the relationships between alumni, donors, friends, members, the Association, the Foundation, and Southern Illinois University Carbondale.

Scope: This policy applies to every request for Association and/or Foundation information including electronic, paper records, and all other forms of business and proprietary data and information.

Policy:

*Adopted by the SIU Alumni Association Board of Directors on April 26, 2014 and
the SIU Foundation Board of Directors on May 3, 2014*

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I. Statement of Purpose

This policy is jointly approved by the Southern Illinois University Alumni Association (hereafter referred to as “Association”) and the Southern Illinois University Foundation (hereafter referred to as “Foundation”), entities collaborating in the use of information that is beneficial to both parties. This policy is to be construed consistent with contracts that may be in existence between the parties, or a party and Southern Illinois University Carbondale. If this policy conflicts with any contracts between these parties, the contract terms supersede this policy.

The Association and the Foundation maintain biographical, membership, gift/pledge and related information about alumni, donors, prospects, members and friends. The information contained in these records is intended to be used exclusively for business and proprietary purposes related to the Association and/or the Foundation.

This policy is to assure the best possible service to those entities with legitimate needs for such information, while maintaining the confidentiality of the information and preserving the integrity of the relationships between alumni, donors, friends, members, the Association, the Foundation, and Southern Illinois University Carbondale. This policy applies to every request for Association and/or Foundation information including electronic, paper records, and all other forms of business and proprietary data and information (hereafter referred to as “Information”). Access to Information is determined by operating procedures of the Association and/or the Foundation.

The Association and the Foundation have adopted the following basic principles:

- A. The Right to Privacy – Every entity has the right to not have personal information divulged to others. Information is considered confidential.
- B. Information Necessity and Integrity – Only information that is needed for business and proprietary use is collected, retained, and utilized for approved purposes. Information is recorded as accurately as possible.
- C. Ethical Responsibility – Any entity accessing this Information is responsible for individual acts as agreed to in the Confidentiality Agreement and/or the Privacy Agreement.

II. Statement of Policy

A. Definition of Information Requestors

1. Internal Requestors

a. Association and Foundation Board Members

b. Executive Requestors

- i. Executive Director of the Association
- ii. CEO of the Foundation
- iii. Chancellor of Southern Illinois University Carbondale

- c. Staff Assigned to Association and Foundation functions
 - i. Individuals granted a Staff assignment to the Association by the Executive Director and the Chancellor of Southern Illinois University Carbondale
 - ii. Individuals granted a Staff assignment to the Foundation by the CEO of the Foundation and the Chancellor of Southern Illinois University Carbondale
 - iii. Individuals directly employed by the Association or the Foundation
 - d. Southern Illinois University Foundation Fiscal Managers – Individuals granted fiscal management for Foundation accounts
2. Internal and External Auditors
3. External Requestors
- a. Southern Illinois University President's Office
 - b. Southern Illinois University Carbondale
 - i. Academic, Administrative, Athletics, or Auxiliary Units
 - ii. Faculty/Staff
 - iii. Students (independent research projects)
 - iv. Registered Student Organizations
 - c. Volunteers
 - i. Association and Foundation Committee Members who are not Board Members
 - ii. Officially recognized Association Chapter, Club, or Group members
 - iii. Anyone assisting a staff member of the Association or Foundation on an approved project
 - d. Contractual Partners - Entities that have contractual agreements to provide goods and/or services to the Association, the Foundation, and/or Southern Illinois University Carbondale
 - e. Regulatory or Government Agents
 - f. Outside Professional Organizations
 - g. Media
 - h. Any requestor not previously identified

B. Levels of Access

Access to Information owned by the Association is managed by the Executive Director of the Association.

Access to Information owned by the Foundation is managed by the CEO of the Foundation.

Access to Information jointly owned by the Association and the Foundation is managed by the Information Access Committee which consists of:

- Executive Director of the Association
 - Assistant Treasurer of the Association
 - CEO of the Foundation
 - Executive Director of Development of the Foundation
 - Treasurer of the Foundation
 - Director of Research and Data Integration (Chair)
1. Internal Requestors – Access to the Association and/or Foundation Information is assigned to individuals to the extent necessary to perform duties and responsibilities as outlined by assigned roles.
 2. Internal and External Auditors – Access to Information is assigned to auditors to the extent necessary to perform professional services.
 3. External Requestors – All external requestors will have NO direct access to the Information. Released information is restricted to requests that comply with operating procedures of the Association and/or the Foundation.

C. Confidentiality and Privacy Agreements

Requestors will be required to read this *Information Access and Privacy Policy* and sign the applicable Agreement (see Attached). It is the responsibility of each requestor to complete any required training, to maintain the absolute confidentiality of information, and to use it solely for the purpose granted and for no other reason.

D. Privacy Statement

The Association and the Foundation publicize the following Privacy Statement:

The Southern Illinois University Alumni Association (hereafter referred to as “Association”) and the Southern Illinois University Foundation (hereafter referred to as “Foundation”) are jointly committed to maintaining the trust and confidence of our alumni, members, donors, and friends.

An important benefit of your affiliation with the Association and/or the Foundation is the opportunity to receive communications, offers, products, and services. For this reason, we want you to understand how we obtain information and protect your privacy.

If you are an alumnus of Southern Illinois University Carbondale (hereafter referred to as "University"), information is obtained from your University student record. Nonpublic personal information about alumni, members, donors, and friends is obtained from personal interactions, communications, surveys, transcript requests, and activities with the University and its affiliates.

The Association and/or the Foundation restrict information access to only those who perform authorized activities. The Association and the Foundation have implemented physical, electronic, and managerial procedures to safeguard and secure this information, prevent unauthorized access, maintain data accuracy, and ensure its appropriate use.

You may withdraw from any of our services by notifying the Chair, Information Access Committee, Southern Illinois University Carbondale, Colyer Hall, Mail Code 6805, 1235 Douglas Drive, Carbondale, IL 62901. Phone: (618) 453-4900.

E. Compliance with Policy

Requestors agree never to directly or indirectly use, publish, disseminate or otherwise disclose any Information acquired from the Association and/or the Foundation, except as authorized or as required by applicable law.

Failure to comply with any portion of this policy may result in disciplinary and/or legal action in accordance with Association and/or Foundation policy and/or applicable laws. The Information Access Committee has the authority to review all infractions and determine the appropriate course of action.

**Southern Illinois University Alumni Association and
Southern Illinois University Foundation**

**Confidentiality Agreement
For SIU Employees**

I acknowledge that in the course of my duties for Southern Illinois University, I may have access to Southern Illinois University Alumni Association (hereinafter referred to as “the Association”) and/or Southern Illinois University Foundation (hereinafter referred to as “the Foundation”) information, including electronic, paper, and all other forms of business and proprietary data and information (hereafter referred to as “Information”), that access to this Information is determined by operating procedures of the Association and the Foundation, and that this Information is considered confidential whether so labeled or not.

I agree never to directly or indirectly use, publish, disseminate or otherwise disclose any Information acquired from the Association and/or the Foundation except as authorized or as required by applicable law. The Information shall be used solely for the purpose granted and for no other reason. I also agree that I shall not use Information available to me for any personal, professional, political or financial benefit or gain.

I have read and understand the *Information Access and Privacy Policy* and agree to adhere to this policy. I will complete any required Information Access training.

I understand that failure to comply with any portion of this policy may result in disciplinary and/or legal action in accordance with Association and/or Foundation policy and/or applicable laws.

**Execution of
Agreement**

Signature

Department / Mail Code

Print Name

Date

**Association /
Foundation
Acceptance**

Signature

Date

Twyla Adkisson-Peak
Chair, Information Access Committee