



CORNELL UNIVERSITY
POLICY LIBRARY

Access to Cornell Alumni Affairs and Development Information

POLICY 4.4

Volume: 4, Governance/Legal
Chapter: 4, Access to Cornell
Alumni Affairs and Development
Information
Responsible Executive: Vice
President for Alumni Affairs and
Development
Responsible Office: Alumni Affairs
Originally Issued: February 1995
Last Updated: February 9, 2012

POLICY STATEMENT

Cornell University respects the privacy of alumni affairs and development information and limits access to that information to authorized individuals.

REASON FOR POLICY

The university recognizes that alumni, parents, and friends have certain rights of privacy regarding personal data maintained throughout the university, some of which are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Generally, the university does not release that information for personal or non-university purposes. However, for university purposes, this information may be obtained by faculty, staff, and volunteers who are authorized by Alumni Affairs and Development officers.

ENTITIES AFFECTED BY THIS POLICY

- Ithaca-based campuses and Tompkins County and Geneva locations

WHO SHOULD READ THIS POLICY

- Deans, directors, and department heads
- Alumni Affairs and Development staff members
- Any Cornell student or employee with access to alumni affairs and development information
- Volunteers

WEB ADDRESS FOR THIS POLICY

- This policy: www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/governance/alumni.cfm
- University Policy Office: www.policy.cornell.edu

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RELATED RESOURCES

University Policies and Documentation

[University Policy 3.1, Accepting University Gifts](#)

[University Policy 4.5, Access to Student Information](#)

[University Policy 4.7, Retention of University Records](#)

[University Policy 4.12, Data Stewardship and Custodianship](#)

[University Policy 5.4.1, Security of Information Technology Resources](#)

[University Policy 5.9, Access to Information Technology Data and Monitoring Network Transmissions](#)

[University Policy 5.10, Information Security](#)

External Documentation

[Family Educational Rights and Privacy Act of 1974](#)

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CONTACTS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	Alumni Affairs Office	(607) 255-1989	
	Alumni Affairs and Development, Advancement Services	(607) 254-6163	

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Advancement Services Office	The central office in the division of Alumni Affairs and Development (AA&D) that is responsible for maintaining and updating AA&D information.
Alumni Affairs and Development (AA&D) Information	Biographic and gift information, maintained in digital and hard copy files, of alumni, students and their parents, companies, foundations, and friends of Cornell. This information may be retained centrally as well as by units, colleges, and departments throughout the university.
Alumni Affairs and Development (AA&D) Officer	A generic term that includes any or all of alumni affairs officers, development officers, regional officers, trust officers, and/or AA&D officers and managers.
Alumni Affairs Office	The central office in the division of AA&D that reports to the Vice President for Alumni Affairs and Development. It is responsible for overseeing alumni activities, including classes, clubs, and affinity groups.

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RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

Alumni Affairs and Development (AA&D) Officers	Authorize the release of alumni affairs and development (AA&D) information only to faculty, staff, or volunteers who are acting in the university's interest.
Anyone Requesting or Receiving Access to Alumni Affairs and Development (AA&D) Information	Read and understand this policy. Obtain authorization for AA&D information for university purposes from an AA&D officer. Treat any AA&D information received as confidential. Share AA&D information with others only after you receive permission to do so from an AA&D officer. Use AA&D information only for the purposes outlined in the request for that information.
Colleges, Units, or Departments	Communicate to all administrative and academic staff the need to comply with the procedures outlined in this policy.

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PRINCIPLES

Overview

Cornell University recognizes that alumni, parents, and friends of the university have certain rights of privacy regarding personal data maintained in digital and hard copy files throughout the university. Some alumni affairs and development (AA&D) data is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Therefore, the university limits access to AA&D information to authorized individuals and does not release such information for personal or non-university purposes. Access to AA&D data may be obtained for university purposes by Cornell faculty, staff members, and volunteers who are authorized by AA&D officers.

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PROCEDURES

Obtaining Access to Alumni Affairs and Development Information

To obtain access to alumni affairs and development (AA&D) information for university purposes, a request for the information must be submitted to an AA&D officer (see the “*Definitions*” section of this document).

The following rules apply when handling AA&D information:

1. Treat the information as confidential.
2. Share AA&D information with others only after you receive permission to do so from an AA&D officer.
3. Use the information only for the purpose(s) specified in the request.

The following statement governs the use of AA&D information and must accompany its release when it is shared with anyone, including the original requestor of the information:

“This information has been compiled, on a confidential basis, by Cornell University for its exclusive purposes and those of its alumni affairs and development organization. It is not available for private or individual purposes of any kind, including commercial solicitations or the expression of personal, political, social, or economic views. This policy applies to all alumni, parents, friends, volunteers, and university personnel.”

◆**Caution:** Generally, the university does not release information for personal or non-university purposes. However, information usually contained in published alumni affairs directories may be released on a case-by-case basis. You may be asked to submit a request for permission of the individual whose data you are requesting. Contact an AA&D officer for more information.