

Appendix B
University of Pennsylvania
Confidentiality / Non-Disclosure Statement – Alumni Data

For Alumni Groups, Student Groups, and Volunteers
(includes Alumni Clubs, Affinity Groups, Student Groups, Regional and Class Representatives, and Volunteers
Requesting Alumni Data)

Penn Alumni Groups, Student Groups, and Volunteers (hereafter “groups”) are important partners of the University of Pennsylvania and play a vital role keeping alumni connected to Penn. These groups vary significantly in the range and type of activity they are involved in, the number of alumni they reach, and the level of independence of their operation. Similarly, some groups make great use of Penn’s centrally managed data through the University alumni database; some develop their own databases and create their own alumni records given a high level of activity and individual focus for that group.

All groups must agree, however, on the importance of protecting the privacy and security of alumni data they themselves create or access from Penn. Individuals working for or on behalf of alumni groups, therefore, agree to provide the following information and abide by the following terms:

1. I request the following information about Penn alumni: **List of alumni in my regional area.**
2. I will use this information for the following purpose(s): **Outreach and engagement to further Penn Club activities only.**
3. I understand that I may utilize data about Penn alumni only for the purposes described above.
4. I understand that any data furnished from Penn will not include records of alumni who have opted out of sharing data with alumni groups, affinity groups, student groups and regional representatives.
5. I agree to provide in all communications with alumni a description of an effective opt-out program in one of the following two ways:
 - a. I may advertise Penn’s centrally managed opt-out program available at <http://www.alumni.upenn.edu/optout> provided that my future use of data is refreshed through the University’s alumni database (to apply recent privacy settings) before use.
 - b. I may continue to use my own alumni data without having to refresh through the University’s alumni database if the group I am representing offers its own opt-out program on its website and/or via e-mail address that is clear about the scope of the opt-out (i.e., pertaining to group communications only).
6. I will exercise reasonable care when handling and transmitting any sensitive alumni data. Every effort should be made to collect and share only necessary information and to maintain and share such data in a reasonably secure form.
7. If I have any questions regarding appropriate use, sharing and protection of alumni data, or questions regarding offering alumni privacy choices, I will contact my Alumni Relations class representative at 215-898-7811.

I have read and agree to abide by the privacy guidelines as stated above.

Requestor

Name _____
Signature _____
Organization _____
Affiliated School / Center _____
Email address _____
Telephone number _____
Date _____

Approved by Alumni / Development Staff

Name _____
Signature _____
Organization _____
Affiliated School / Center _____
Email address _____
Telephone number _____
Date _____