Information Access and Privacy Policy

Memorandum from Jim Salmo
Memorandum

To: SIU Alumni Association Board of Directors
   SIU Foundation Board of Directors

From: Jim Salmo
      CEO, SIU Foundation

Date: 4/24/2014

Re: Executive Briefing regarding Information Access and Privacy Policy

Attached you will find several documents regarding the Information Access and Privacy Policy. This policy had not been updated since it was adopted by both boards on October 5, 2001.

The first set of documents includes a new policy for your consideration. A letter from the Law Firm of Gilbert, Huffman, Prosser, Hewson & Barke, LTD is included in which attorney Don Prosser writes that he has reviewed the proposed policy and states that there are no legal concerns regarding this policy.

Also included is a copy of the Policy from October 5, 2001 with an executive summary outlining the differences between the old and the proposed policies.

The most substantive difference between the old policy and the proposed policy is the focus of its attention. In 2001 the policy mainly focused upon the database information shared by both boards. The new policy focuses not just on the database but all forms of information. This includes the data stored in our hard files, our software, our electronic messages, and in our computers.

A second difference found in the new policy is that a committee (Information Access Committee) would be authorized to oversee the implementation and maintenance of this information. The Executive Director of the Association would still have authority over alumni data and the Chief Executive Officer of the Foundation would retain authority over Foundation data. However, when information has shared ownership between the two organizations, a committee of representatives for both organizations would provide oversight. This ensures that both organizations would have input and responsibility to protect the shared data.

You will also notice that the Confidentiality Statement and Compliance with Policy have been rewritten to achieve greater clarity. We are also recommending that anyone requesting access to our data “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.”

The executive committees of both boards have reviewed the policy and the letter from Don Prosser. Both executive committees have recommended that the proposed policy be brought forth to the full board for a review.
SIUAA and SIUF Access to Information Policy
and
Cover from Prosser (proposed policy follows letter)
January 15, 2014

James Salmo
Chief Executive Officer
Southern Illinois University
SIU Foundation Carbondale-SIUC
Mailcode: 6805
Carbondale, IL 62901

Michelle Suarez
Executive Director
SIU Alumni Association
1235 Colyer Hall – Mail Code 6809
Carbondale, IL 62901

Dear Jim and Michelle:

At your request our office has reviewed the December 5, 2013 draft of a proposed Joint Policy statement for the Southern Illinois University Foundation and the Southern Illinois University Alumni Association on the subject of Information Access and Privacy Policy. From our review of the document we have not identified legal issues or concerns which we believe need to be presented to the governing boards of either institution.

Please advise if you have further needs from this office in this or other matters.

Very truly yours,

Don E. Prosser

GHPHB
Joint Policy between Southern Illinois University Alumni Association and Southern Illinois University Foundation

Information Access and Privacy Policy

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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

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, or the 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
- Assistant Corporate Secretary of the Association
- CEO of the Foundation
- Other Foundation Officers
- Executive Director of Advancement Services

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 either the Privacy Agreement (see Attachment 1) or the Confidentiality Agreement (see Attachment 2). 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 alumni 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 Executive Director of Advancement Services, Southern Illinois University Carbondale, Colyer Hall, Mail Code 6836, 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.

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

Organization: __________________________________________ 

Representative Name: ____________________________________ 

**Privacy Agreement**

The Organization named above acknowledges that all business and proprietary information (hereafter referred to as "Information" or "Covered Data") provided by the Southern Illinois University Alumni Association (hereafter referred to as "the Association") and/or the Southern Illinois University Foundation (hereafter referred to as "the Foundation") is the property of the Association and/or the Foundation. This Organization is responsible for ensuring that all Information is secure and protected while in its possession. All Information shall remain the sole and exclusive property of the Association and/or the Foundation.

1. It is the responsibility of this Organization to maintain the absolute confidentiality of information, and to use it solely for the purpose granted and for no other reason.

2. The Organization agrees never to directly or indirectly use, publish, disseminate or otherwise disclose any Information acquired from the Association and/or the Foundation, except as authorized.

3. The Organization shall report, either orally or in writing, to the Association and/or the Foundation, any use or disclosure of Covered Data not authorized by this Agreement, including any reasonable belief that an unauthorized individual has accessed Covered Data. The Organization shall make the report in a commercially reasonable time frame following discovery of unauthorized disclosure, but in no event more than two (2) business days after the Organization reasonably believes there has been such unauthorized disclosure. The Organization’s report shall identify: (i) the nature of the unauthorized use or disclosure, (ii) the specific Covered Data used or disclosed, (iii) who made the unauthorized use or received the unauthorized disclosure, (iv) what the Organization has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and (v) what corrective action the Organization has taken or shall take to prevent future similar unauthorized use or disclosure. The Organization shall provide such other information, including a written report, as reasonably requested by the Association and/or the Foundation.

4. The Organization’s designee(s) will complete any required Information Access training.
As the named Representative of the Organization, I have read and understand the *Information Access and Privacy Policy* and agree that the Organization will adhere to this policy. I understand that my organizational designees are also bound to this agreement. Failure to comply with any portion of this policy may result in financial penalties and/or legal action in accordance with applicable laws.

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Southern Illinois University Alumni Association and
Southern Illinois University Foundation

Confidentiality Agreement

In consideration of my affiliation with the Southern Illinois University Alumni Association (hereafter known as "the Association") and/or the Southern Illinois University Foundation (hereafter known as "the Foundation"), I agree as follows:

I acknowledge that in the course of my activities or during the performance of my duties, I will have access to Association and Foundation information, including electronic, paper records, 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. 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.
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Information Access and Policy Executive
Summary
(overview provides variances in current and proposed policies)
Southern Illinois University Alumni Association and Southern Illinois University Foundation  
Information Access and Privacy Policy  
An Executive Summary Regarding the Proposed Policy Updates

## Introduction

The first Information Access Policy was jointly approved in 2001 by the SIU Alumni Association Board and the SIU Foundation Board.

The 2009 implementation of new computing systems for the Association and the Foundation served as a catalyst for enhancing the internal information access procedures, and no policy revisions were identified.

The Association and the Foundation’s 2013-2014 Action Plans identified the necessity to revisit the Information Access Policy to support the evolving nature of electronic data management within the organizations.

This Executive Summary highlights the changes within the December 5, 2013 version of the Proposed Joint Policy.

## Contributors

The December 5, 2013 version of the Proposed Joint Policy was published by a committee consisting of:

- James Salmo – Foundation CEO
- Michelle Suarez – Alumni Association Executive Director
- Pat Moline – Foundation Director of Development
- Libby Banycky – Foundation Treasurer
- Beth Mohlenbrock – Executive Director, Advancement Services
- Derek Bowman – Director, Principal Gifts
- David Schwartz – Director, Information Management
- Brian Henze – Assistant Director, Compliance
- Jeff Johnson – Application Manager
- Arden Lockwood – Committee Facilitator

## I. Statement of Purpose

- References to the Association and the Foundation replace the former division name of Institutional Advancement.
- The new policy addresses the scope of all information, including paper and electronic forms of business and proprietary data and information.
- The three basic principles of the Right to Privacy, Information Necessity and Integrity, and Ethical Responsibility represent a restructuring of the previous four principles.
## II. Statement of Policy

### A. Definition of Information Requestors
- The previous three Requestors were refined to Internal Requestors, Internal and External Auditors, and External Requestors.
- Clearer roles of each Requestor type are included.

### B. Levels of Access
- Clarification is included as to who has ultimate management responsibility of Association Information, Foundation Information, and jointly owned Information.
- A new Information Access Committee's membership is authorized.
- Overall access for the three Information Requestor types is documented.
- Previous reference to "Do Not Release" procedures is now published in the Information Access Committee Operating Papers.

### C. Confidentiality and Privacy Agreements
- The previous Section C Information Which May Be Released is now published in the Information Access Committee Operating Papers.
- Clarification of the existence of both the Confidentiality and Privacy Agreements is documented from the previous Section E Confidentiality Agreement.
- Clarification of a Requestor's responsibility, including the completion of any required Requestor training, is documented.

### D. Privacy Statement
- The previous Section D Acceptable Uses of Information is now published in the Information Access Committee Operating Papers.
- The previous Section G Privacy Statement's text is clarified.

### E. Compliance with Policy
- The previous Section E Formats Available for Distribution of Information was determined unnecessary.
- The previous Section III Compliance with Policy is clarified.
## Southern Illinois University Alumni Association and Southern Illinois University Foundation

**Information Access and Privacy Policy**

An Executive Summary Regarding the Proposed Policy Updates

<table>
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<th>Attachment 1</th>
<th>Privacy Agreement</th>
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<td>• An enhanced <em>Privacy Agreement</em> for use with external organizations is inserted, reinforcing the responsibility of the Organization’s Representative and its employees in appropriately managing the business and proprietary information distributed to them.</td>
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<td>• The previous Attachment 1 <em>Confidentiality Agreement</em> is enhanced, reinforcing the individual’s responsibility in appropriately managing the business and proprietary information distributed to her/him.</td>
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Information Access and Privacy Policy

(current policy)
Information Access and Privacy Policy

Purpose: This policy is jointly approved by the SIU Alumni Association, SIU Foundation and Southern Illinois University, three independent organizations, to allow them to cooperate in the use of information, which is beneficial to all three parties.

Scope: These policies apply to every request for information by any person and to all forms of information (paper and electronic) owned and maintained by the SIU Alumni Association and the SIU Foundation through the Division of Institutional Advancement.

Definitions: N/A

Policy:

Adopted by the SIU Alumni Association Board of Directors and the SIU Foundation Board of Directors
October 5, 2001

Southern Illinois University Carbondale
Division of Institutional Advancement

Information Access and Privacy Policies

I. Statement of Purpose

II. Statement of Policies

A. Definition of Information Requestors
B. Levels of Access
C. Information to be Released
D. Acceptable Uses of Information
E. Formats for Distribution
F. Confidentiality Agreement
G. Privacy Statement

III. Compliance with Policies

IV. Incorporated By Reference
   A. University-wide Solicitation Policies
   B. SIU Alumni Association Master Contract
   C. SIU Foundation Master Contract
   D. University-wide Publication and Publicity Policy

I. Statement of Purpose:

This policy is jointly approved by the SIU Alumni Association, SIU Foundation and Southern Illinois University, three independent organizations, to allow them to cooperate in the use of information, which is beneficial to all three parties. This policy recognizes that there are contracts currently in existence between the parties; this policy is to be construed as consistent with those contracts. If the contracts as currently written, or later amended, differ from this policy the contract terms will control, anything in these policies notwithstanding.

The Division of Institutional Advancement maintains biographical, membership, gift/pledge and related information about University alumni, donors, prospects and friends. The information contained in these records is intended exclusively for purposes related to Institutional Advancement (which includes the SIU Alumni Association and the SIU Foundation) and Southern Illinois University.

To assure the best possible service to those with legitimate needs for such information, while maintaining the confidentiality of the information and preserving the integrity of the relationship between alumni, donors, friends and SIUC, the following policies have been developed and approved by the SIU Alumni Association Board of Directors and the SIU Foundation Board of Directors. These policies apply to every request for information and to all forms of information (paper and electronic) owned and maintained by the SIU Alumni Association and the SIU Foundation through the Division of Institutional Advancement.

Institutional Advancement has adopted the following basic principles:

(1) The Right to Privacy - Every individual has the right to not have personal information divulged to others. We will consider all information confidential.
(2) **Information Necessity** - We will collect and use only information that is needed for effective institutional advancement. We will avoid the collection of unnecessary data that might compromise an individual’s privacy.

(3) **Individual Ethical Responsibility** - Any person utilizing or maintaining information available by Institutional Advancement is responsible for his/her individual acts as agreed to in the Confidentiality Agreement.

(4) **Data Integrity** - We will strive for accurate recording of all data and will only use requested data for its approved purpose.

II. Statement of Policies:

**A. Definition of Information Requestors**

1. **Staff Internal to Institutional Advancement** - this includes all departments of Institutional Advancement, Alumni Association and Foundation.

2. **Regulatory Groups** - Internal & External Auditors

3. **External** - Each of the following categories of requestors are defined as "external to Institutional Advancement".
   
   a. **University Administration** - SIU President’s Office staff and SIUC Chancellor’s Office staff.

   b. **Collegiate Units (Dean’s staff)**

   c. **Departments**

   d. **SIU Foundation Fiscal Officers**

   e. **Volunteers** (defined as someone who is working with a staff member of Institutional Advancement on a defined project that meets “acceptable uses of information”)

      1. SIU Foundation and Alumni Association Board Members
      2. Other Volunteer Boards and Individuals Identified by Institutional Advancement Staff

   f. **Registered Student Organizations**

   g. **Students** (independent research projects)

   h. **Outside Professional Organizations**
i. **Contractual Partners** (entities that have contractual agreements to provide goods and/or services)

j. **Faculty/Staff**

k. **Media**

**B. Levels of Access**

1. **Staff internal to Institutional Advancement** - Access to the Institutional Advancement Information System (IAIS), paper records and other related information. (See ADAM Information Access Report - Attachment 1).

2. **Regulatory Groups** - Access as needed to fulfill their regulatory obligations.

3. **External** - All requestors external to Institutional Advancement will have **NO** direct access to the Institutional Advancement Information System. Information will be restricted to requests that qualify as an acceptable use of information and to the "information" to be released as defined in IIC. Only the Alumni Association and or Foundation will grant limited access to information on case by case basis.

In cases of dispute about whether an organization has a legitimate affiliation with the University, the final decision will rest with the Vice Chancellor for Institutional Advancement.

All requests from anyone seeking information on another person will be forwarded to that person so that he/she can decide whether or not to contact the requester.

Any individual, upon request, will have the opportunity to review his or her own information and may request to have his/her record set to "Do Not Release" (See above paragraph), i.e. opt-out.

No information will be released to any requestor external to Institutional Advancement for those records coded "Do Not Release" indicating the individual’s request to not release his/her data.

**C. Information Which May Be Released:**

The following information may be released to requestors external to
Institutional Advancement:

Full Name, Spouse Name, Address & Phone #, Degree Data (date, major), employer address and phone #, e-mail address and fax #, published gift club levels, previously published information (i.e. news articles), membership information, affiliations, homepage URL, and organizational general financial information. The specific information to be released will be determined by operating procedures of Institutional Advancement.

D. Acceptable Uses of Information:

A. The Institutional Advancement Information System will support approved, University-related activities. Approved activities include but are not limited to the following:
   - Alumni Relations
   - Development
   - Public Relations
   - Government Relations
   - School/Department Communications to Alumni/Constituents
   - Student Recruitment
   - Career Placement
   - Accreditation Reviews
   - University-sanctioned Research Projects
   - State-Mandated Alumni Surveys
   - Institutional Research
   - Continuing Education

B. Information maintained by Institutional Advancement is not available for release for non-related commercial or political purposes.

C. If the information provided will result in the preparation of lists or directories that are to be published in book, magazine, newsletter or other forms for general distribution, prior to publication each individual who might be included may be provided the opportunity to indicate whether he/she wishes to be excluded. Directory-level information that may be included in such publications includes but is not limited to name, home address and telephone number, SIU degree (academic unit, major, date), SIU affiliations.

D. Requestors of data from IAIS may contract the services of outside vendors (i.e. direct mail firms, merchandising firms) to process and/or distribute information obtained from IAIS. In these cases:

1. The Vice Chancellor for Institutional Advancement may review a proposed contract to determine the ability to meet technical information and coordination needs, but not for proprietary purposes.
2. The vendor must agree to use the information only for the purpose intended as stated in the contractual agreement.

3. If the project in question results in the publication of directories or lists as identified above, the procedures outlined above must be followed prior to publication.

4. In all cases involving the use of outside vendors, the absolute confidentiality of the information provided is the responsibility of the requestor as provided in the Privacy Agreement. If an outside vendor has an acceptable privacy agreement stipulated in the contract that is agreeable by both parties, it is acceptable to use that agreement instead of the Institutional Advancement Privacy Agreement in Attachment #2.

E. Formats Available for Distribution of Information

Information may be obtained in the form of lists, labels, tapes, diskettes or other media by authorized university representatives in support of approved activities.

F. Confidentiality Agreement

All information requestors will be required to read these policies and sign the Confidentiality Agreement. (See Attachment #3.) It is the responsibility of the requestor to maintain the absolute confidentiality of that information and it shall be used solely for the purpose granted and for no other reason.

G. Privacy Statement

Institutional Advancement will publicize the following Privacy Statement:

"The Division of Institutional Advancement at Southern Illinois University Carbondale is committed to maintaining the trust and confidence of our alumni, donors, and friends. An important benefit of your affiliation with Institutional Advancement (which includes the SIU Alumni Association and the SIU Foundation) and Southern Illinois University is the opportunity to receive offers for products and services from our select affiliates. For this reason we want you to understand how we protect your privacy. If you are an alumnus, we obtain your information from your University student record. We also obtain nonpublic personal information about you from surveys, transcript requests, communication/activities with university departments and personal exchange. This information will be used to support Institutional Advancement and university programs. Only those people who need it to perform those responsibilities are authorized to have access to your information. You may withdraw from any of our services by notifying the Division of Institutional Advancement."
III. Compliance with Policy

Failure to abide by any of the policies stated within this document will result in denial of access to information and other disciplinary and/or legal action in accordance with University policy, local, state and federal laws. Request for re-instatement of access to this information must be approved by the Vice Chancellor for Institutional Advancement, Executive Directors of the SIU Alumni Association and the SIU Foundation and must include a written assurance of future compliance with these policies.

9/11/01

Attachment 3

Southern Illinois University Carbondale
Division of Institutional Advancement

CONFIDENTIALITY AGREEMENT

In consideration of my affiliation with the SIU Alumni Association, the SIU Foundation or Southern Illinois University, I agree as follows:

I acknowledge that in the course of my activities or during the performance of my duties, I will have access to information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as confidential.

Except as required by my activities or during the performance of my duties, I agree that I shall never, either during my affiliation with the SIU Alumni Association, the SIU Foundation or Southern Illinois University or thereafter, directly or indirectly use, publish, disseminate or otherwise disclose to any person any information that I may have acquired. 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 Confidentiality Policies of the SIU Carbondale Division of Institutional Advancement and agree to adhere to these policies. Failure to abide by any of the policies stated within this document will result in denial of access to information and other disciplinary and/or legal action in accordance with University policy, local, state and federal laws

________________________  
Signature

________________________  
Print Name
Signed on behalf of Institutional Advancement

9/13/01

Related Documents: Please include a link or attachment to other related documents.

References: Any other links and or attachment of documents that can be used as a reference to this document

Quality Records: This will be a summary of our retention policy.

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Expiration Date: 11/09/2008