Alumni Information – Letter of Agreement

In order to ensure the privacy of Truman State University graduates, those authorized agents of the University who are allowed by the Advancement Office to receive alumni information bear a responsibility in ensuring the stewardship of alumni records by handling the records in a professional manner.

Authorized agents of the University shall not use the alumni information for anything other than the one-time approved purpose or intent stated in the Request for Alumni Information form.

Any information gathered on Truman alumni as a result of subsequent mailings or alumni contacts (i.e. bad addresses, address updates, telephone conversations, etc.) will be passed on to the Advancement office in order to help maintain up-to-date addresses and information.

I, the undersigned, attest that I have read the above and understand my obligation to maintain the privacy of Truman State University graduates by neither divulging, disseminating or selling the contents of any alumni information nor by using the provided information outside of its approved purpose or intent. Also, I understand that I may be held liable for violation of this agreement.

Name__________________________________         Date___________________

Signature_______________________________