In response to a growing number of requests for alumni information, the following policy has been established in order to ensure the privacy of our alumni:

1. The following agents of the University are allowed to request alumni information for valid University purposes: Deans, faculty with the Dean’s signature, Alumni Chapters with the Manager of Alumni Activities’ signature, University Chartered Organizations with faculty advisor’s signature, and other selected University personnel and individuals approved by an Advancement Officer.

2. Any agent of the University who requests alumni information will be expected to sign a Letter of Agreement which informs the agent of the confidentiality of alumni records. Additionally, the agent shall complete a Request for Alumni Information form in which the agent must provide the purpose of the information. In the case of a mailing, a copy of the material to be disseminated shall be submitted with the request. All requests must receive final approval by the Coordinator of Operations, Advancement Office.

3. The Advancement Office will provide alumni information in the form of a paper list, mailing labels or excel worksheet. We can e-mail the excel worksheet but it is only for the one-time agreed purpose and should be deleted after the stated purpose is accomplished.

4. The excel spreadsheets will contain the following information only: class year, name, address or email address, and in some cases, telephone numbers. No other personal information will be made available unless approved by an Advancement Officer.

5. In order to protect the privacy of recipients, always BCC e-mail addresses. BCC is the easiest way to insure that you are not accidentally disclosing someone’s e-mail address.

A small fee will be assessed to University Chartered Organizations to cover printing and material costs, ($.02 per name for alumni lists and $.04 per name for alumni labels) which is due before receipt of the printout. The Office of Advancement will call when your request is available and it can then be picked up in McClain 205.

For more information, contact:
Diane Bloskovich, Coordinator of Operations, Office of Advancement, Truman State University, McClain Hall 205,100 E. Normal, Kirksville, Mo. 63501-4221; Telephone (660) 785-4133; Fax (660) 785-7519; E-mail dblosko@truman.edu