



University of Dallas

Advancement

Security of Donor and Alumni Data Policy

POLICY A VD

Responsible Executive:

Vice President for Advancement

Responsible Office:

Office of Advancement

Issued 9.10.21

Revised n/a

1.2. Applicability. All faculty, students, staff, volunteers, and contractors are expected to comply with this policy with respect to any solicitation activity receipt of donations involving the University of Dallas.

2. UNIVERSITY DONOR AND ALUMNI RECORDS

The University maintains a central database of Personal Donor and Alumni Data subject to the authority of the Vice President for University Advancement. No other database of Personal Donor and Alumni Data shall be maintained by any other faculty, college, unit or department of the University with the exception of the Office of Personal Career Development which may maintain alumni records for the purpose of facilitating the activities of that office and not for the purposes of facilitating philanthropic activities or alumni outreach, service, development and engagement programs as described in this policy.

- 2.1. Process for Requesting Access to Personal Donor and Alumni Data. Faculty, colleges, units and departments may request access to Personal Donor and Alumni Data for use consistent with this Policy by submitting a written request to the Vice President for University Advancement, including specific details regarding the intended use, to confirm permissible disclosure as set forth in this Policy. Upon approval by the Vice President for University Advancement, the requestor assumes ultimate responsibility: (1) to protect the security of the requested Personal Donor and Alumni Data, (2) to limit use of the Personal Donor and Alumni Data to the objective set forth in the request for disclosure, and (3) to destroy the requested Personal Donor and Alumni Data after the objective of the project is achieved.
- 2.2. Donor and Alumni Requests Not to Disclose Personal Data. Donor and Alumni who provide personal data to the University will be provided the opportunity to request confidentiality and nondisclosure of their personal information. Personal data for any donor or alumni requesting confidentiality of their personal information shall be excluded from any information disclosed in accordance with the terms of this policy.
- 2.3. No Disclosure of Social Security Numbers. The University will only collect donor and/or alumni social security numbers in very limited circumstances to facilitate tax reporting obligations. The

University will take specific measures to secure the social security numbers of donors and alumni and under no circumstances will any donor or alumni social security numbers be disclosed except in accordance with law.

7. POLICY ENFORCEMENT

Enforcement

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