

**UMBC Office of Institutional Advancement
Alumni & Development Data Request Policies**

Questions regarding the following policies should be directed to:

Advancement Services
Office of Institutional Advancement
advancementservices@umbc.edu
Phone: 410-455-2902
Fax: 410-455-1096

Please sign below to verify that you have read and accept the data request policies set forth.

- 1) Data requests require the completion and submission of the online [Alumni & Development Report Request Form](#).
- 2) Data request forms require an authorized signature of approval from both the requesting department (department chair or director) and Stanyell Odom, Director of Alumni Engagement, Office of Institutional Advancement (OIA).
- 3) Requests for student information must be directed to the UMBC Registrar's Office.
- 4) Data request forms must include a purpose and, if applicable, provide a sample of the mailing piece or solicitation.
- 5) Data request forms must include accompanying information when requesting specific data such as alumni in certain academic majors (a list of plan/major codes is required), or giving to particular accounts/allocations (a list of all accounts/allocations is required) or alumni who live in certain states, zip codes, or geographic areas (a list of all states and/or zip codes is required).
- 6) Turnaround time for data requests is 10 business days from the date of the submitted request form and this policies sheet.
- 7) Provided data must only be printed, reproduced, or distributed on a "need-to-know" basis. Anyone who obtains, sees, or stores the data must have a compelling reason for doing so. After use, paper documents should be shredded and electronic documents should be deleted. The requestor of this data agrees to maintain all obtained information in the strictest of confidence.
- 8) If the requestor is contracting with an outside vendor, the vendor must agree to use the obtained information only for the purpose stated in the request form. In addition, the vendor must maintain confidentiality of the information; must not sell, transfer, or re-use the information; must destroy it after its use; and must convey requests or responses in reply to the use of the information back to the requestor or OIA.
- 9) Data files are for one-time use only. Refreshed data must be requested prior to each use and data must not be retained for future uses.
- 10) Problems or changes to a final data file must be reported to OIA within one week of receiving the data.
- 11) Any returned mail or additional information received as a result of contacting alumni/parents/donors should be returned or relayed to OIA.
- 12) Data files may be seeded in order to monitor use and timeliness of mailing.
- 13) OIA reserves the right to deny data for any initiative it does not consider suitable for alumni/parent/donor contact. In addition, approval of data requests may depend on changes in scheduling or method of contact with alumni (i.e. email vs. mailing address).

Requesting Department Chair/Director Signature of Acceptance: _____

Date: _____