



Disclosure and Dissemination of Constituent Information

Institute Advancement is Rensselaer's custodian of current information about the Institute's constituents, including individuals, corporations, foundations, or other entity associated with or providing support to Rensselaer. Individual constituents may include alumni/ae, faculty, students, parents, donors, volunteers, and members of Rensselaer-recognized organizations.

Information about constituents is collected and maintained to support Institute purposes, that is, Rensselaer's educational, research, and advancement interests. Examples include departmental and campus events, activities of the Rensselaer Alumni Association and its chapters, communications to constituents, constituent surveys, and solicitations of information, volunteer effort, and financial support.

In furtherance of Institute purposes, Institute Advancement receives many requests for information about a constituent or constituents, including but not limited to names, addresses, and other contact information. Requestors may include internal academic and administrative units as well as Rensselaer-recognized organizations and activities (e.g., Rensselaer Alumni Association and its chapters and affinity groups; Rensselaer Union-sponsored clubs and organizations; social fraternities and sororities recognized by the Dean of Students Office; and academic, professional, and honor societies.) Advancement also receives requests for constituent information from external sources, including the media and commercial enterprises.

A. Scope

Rensselaer seeks to protect the privacy of its constituents and, thus, endeavors to safeguard the usage of information in its custody. To that end, Institute Advancement provides constituent information to requestors only under the conditions outlined in this policy.

B. Information Disclosed

1. Institute Advancement generally will disclose constituent information that is published in Institute-sponsored publications, or posted on Institute Web sites, and approved by the Vice President for Institute Advancement. Such information is defined as the following:
 - a. Entity name;
 - b. Home address and contact information;
 - c. Business title, organization, address, and contact information;
 - d. Dates of attendance; majors, degrees, honors and awards received;
 - e. Previous and subsequent institutions and degrees;

- f. Social fraternity or sorority, varsity sports, and other campus activities and officerships;
 - g. Summary of giving (as, for example, in an annual report to donors);
 - h. Information that constituents make available to the Institute in response to specific requests for information for publication or dissemination;
 - i. Such additional information as may be approved, in writing, by the Vice President for Institute Advancement.
2. Constituents may request that some or all of their constituent information not be released. Requests must be in writing and made to the Vice President for Institute Advancement.

C. Requestors and Purposes

Constituent information will be disclosed only to valid requestors and only for specific intended uses associated with Institute purposes.

1. Valid requestors include representatives of internal academic and administrative units as well as Rensselaer-recognized organizations and activities. Institute Advancement reserves the right to require documentation of recognition, as well as documentation of the requestor's appointment or election to represent the organization.
2. Requesters will use the Advancement Information Request and Approval form included as Appendix A to this policy.
3. Information provided may be used only for the specific use described on the form requesting the information. Requestors may not use the information again for the same purpose, or for another purpose. Requestors may not forward the information provided to another user unless such forwarding is included and approved as part of the specific intended use; any such forwarded information carries with it the restrictions outlined in this policy.
4. Institute Advancement will provide constituent information only for Institute purposes, that is, Rensselaer's educational, research, and advancement interests.
5. Solicitations of funds may be included under this policy only if they are specifically approved by the Vice President for Institute Advancement.
6. Rensselaer may choose to make selected published constituent information available to vendors who, under contract with the Institute, are providing to constituents goods and services deemed by the Institute to be in the constituents' interests. Contractors are limited to using the information for the purposes in the contract and are specifically prohibited from using the information for any other purpose and from forwarding or selling this information.

D. Process

1. Institute Advancement will not provide information until the requestor has completed the request form in Appendix A. This form must include requestor's name and signature.
2. The request may be made to any member of the Institute Advancement staff. Requests must be approved by the Vice President for Institute Advancement, or by an Assistant Vice President reporting to the vice president.
3. Information may be provided in hard copy or, most commonly, electronic form. Electronic media may include electronic files on diskettes and other storage devices or as posted on Web sites, list servers, e-mail, bulletin boards, FTP sites, and Telnet applications.

E. Implementation

1. This policy is effective when approved by the President of Rensselaer, and can be changed only by the President upon recommendation of Vice President for Institute Advancement.
2. This policy will be reviewed annually.
3. This policy is administered by the Vice President for Institute Advancement, Rensselaer Polytechnic Institute, 110 8th Street, Troy, New York 12180 USA.

*Approved by Dr. Shirley Ann Jackson
May 2, 2003*

**Dissemination and Disclosure of Constituent Information
Appendix A**

CONSTITUENT INFORMATION REQUEST AND CONSENT FORM

INSTITUTE ADVANCEMENT
RENSSELAER POLYTECHNIC INSTITUTE

Date: _____

I have read the policy on Disclosure and Dissemination of Constituent Information and will adhere to the policy with respect to the information I am requesting. I understand that I am to use any and all information I receive pursuant to this request for Institute purposes and specifically only for the intended use stated below, and not for any commercial private use.

Information requested:

Specific intended use:

Requestor's signature

Institute Advancement approval signature

Requestor's printed name

Approver's printed name

Requestor's address (include e-mail)

Date approved

Output Format (select one): Text delimited MS Excel Spreadsheet Hard Copy

Fax or return signed forms to:

Rensselaer Depts & Organizations:

Bill Hayes, Advancement Strategy, Services & Infrastructure
Hedley Building 5th Floor
Fax: 518-276-8647 Phone: 518-276-2730

Alumni Groups & External Organizations:

Geoff Seber, Office of Alumni Relations
Heffner Alumni House
Fax: 518-276-4081 Phone: 518-276-2324