



UNIVERSITY POLICY

EXTERNAL AFFAIRS POLICIES

Number: 803

Subject: Privacy of Donor Data Policy

Covered Individuals: University Employees and Trustees

Covered Campus Locations: All Locations

Effective Date: June 19, 2019

Date of Latest Revision:

PURPOSE

Upper Iowa University (UIU or University) is grateful for the financial support it receives from its donors and understands the importance of protecting the privacy of personal information. The University takes donors' right to privacy very seriously and recognizes that, to merit donors' continued trust, it is important to be transparent and accountable in preserving the confidentiality of the personal information that UIU collects and maintains.

DEFINITIONS

Donor – For purposes of this policy, donor is defined as any individual with a record of a documented gift, or a commitment to make a gift, to UIU.

POLICY

The University does not rent, market, or otherwise disclose donor information to any outside party or vendor for non-University purposes, unless legally required to do so. Within the University, access to donor information is limited to Institutional Advancement & Alumni Development Office staff members with a need to know, and, as appropriate, those in academic units and programs who support development and alumni relations activities. Academic unit and program leaders' access to donor information is restricted to limited donor information. UIU Alumni Association members, UIU Alumni Ambassadors, and event or campaign volunteers, as appropriate, are provided access to donor information only after they sign a confidentiality agreement.

The University will share contact information with third-party vendors for the explicit and limited purposes of facilitating the University's mission through UIU development and engagement programs. When such contact information is shared with the third-party vendor, the vendor will first be required to sign a written agreement pledging that the information will be

used only for its intended purpose, will be stored securely, and will not be resold or provided to any other individual, entity, or organization without the University's express written approval.

Persons with responsibility for records containing personal information will exercise due care to ensure accuracy and completeness. Strict physical, electronic, and procedural safeguards will be utilized to protect personal information against accidental or intentional misuse or improper disclosure within or outside UIU.

Donor contributions may be publicized in donor recognition vehicles produced by the University or other entities, including print, spoken, broadcast, and/or web-based media. If donors do not wish their names to appear in these publications, they may notify the University's Office of Institutional Advancement & Alumni Development, 563-425-5388 or alumni@uiu.edu.

The University shall continually monitor these practices to ensure compliance with the principles set forth in this policy. If at some point in the future there is a change to the information usage practices that affect donor personal information, it will be reflected in the donor privacy policy posted on this site.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

[Alumni Association Board of Directors and/or Alumni Volunteer Confidentiality Statement](#)

CONTACTS

Acting as the Policy Owner, the Office of the Vice President for External Affairs is responsible for answering questions regarding application of this policy.

SANCTIONS

N/A

HISTORY

- Policy created in May, 2019
- May 13, 2019 – Policy recommended by the University Policy Committee for approval by the President's Council
- May 22, 2019 – Policy approved by the President's Council and recommended for approval by the Advancement Committee
- May 30, 2019 – Policy approved by the Advancement Committee and recommended for approval by the Board of Trustees
- June 19, 2019 – Policy approved by the Board of Trustees