

Alumni Information Request Form and Confidentially Agreement

The Office of Alumni Relations has been designated by the Chancellor of the university to be the official custodian of all university alumni biographical records, addresses, mailing lists and labels. This information is maintained by the University of Michigan Office Of Development exclusively for purposes related to University of Michigan and its satellite campuses (University), alumni and development programs. The University makes available alumni information to authorized University representatives in support of approved university related activities. It is the responsibility of the school, department or unit having access to the information to maintain the confidentiality of that information. **All** information is covered by this confidentiality statement. Information is not available to groups or individuals within or outside the university for any other uses including, but not limited to, vendor mailings, political mailings, unauthorized fundraising appeals or the creation of any lists that have not been approved in writing by the Office of Alumni Relations.

Signature by a university faculty or staff member certifies that:

- 1) Applicant is a **full-time** university faculty/staff member.
- 2) The data will be used only for the benefit of the University of Michigan
- 3) The use of the data is a part of or reasonably related to the university's overall educational program and meets all the requirements and limitations described above, on the AREL website and in the Standard Practice Guide.
- 4) **The downloading and transfer of digital data will not be allowed. Printed data can be released to volunteers acting on behalf of the university with the written permission of the chancellor or the Office of Alumni Relations.**

University of Michigan-Flint Office of Alumni Relations has the right to approve or deny this application and to monitor the use of any released data. Assistance from the Office of Alumni Relations will be terminated if this agreement is violated and may result in suspension and/or termination.

I understand and agree to the terms and conditions of this agreement and will comply with the requirements contained therein.

Applicant Name: _____ Title: _____

Department: _____

UMID#: _____ Campus Phone: _____ Campus Email: _____

Intended use of the information:

Are volunteers going to be using the data? Yes No

Intended use dates: _____

Applicants Signature: _____ Date: _____

Dean or Director's Signature: _____ Date: _____

Vice Chancellor's, Signature: _____ Date: _____

Return completed form to the Office of Alumni Relations two weeks prior to the intended use date.