

California State University Maritime Academy
California Maritime Academy Foundation, Inc.

VOLUME : Policy
NUMBER: UA-02-001

TITLE: Alumni information sharing
DIVISION: University Advancement
DEPARTMENT: University Wide

- I. The California State University Maritime Academy (CSUM) alumni database is to be considered confidential and the policy on sharing of information is as follows:
 - A. The policy grants the CSUM Office of Alumni Affairs (AA) authority for approving the distribution of alumni information for the following:
 1. college, school, or department programming
 2. campuswide events and programming
 3. contracts through the California Maritime Academy Foundation (CMAF) where distribution of alumni information is part of the contract
 4. to other alumni, in the form of an opt directory or publication
 - B. This policy is intended to encourage alumni participation, networking and benefits to alumni in an organized manner. There are many reasons why entities may want to contact alumni, and AA is the approving body for formal university communications with graduates.
 - C. Each request for alumni contact information will be approved for one-time distribution. Additional requests of the same list may be made to include any data updates.
 - D. Requests for alumni contact information should meet the following criteria:
 - 1.

3. Name the constituent group(s) or individual (s) responsible for the request.
 4. Include details of the data requested
 5. Ensure that the request is in compliance with state and federal laws, including privacy laws.
- C. Contact information regarding ~~SLM~~ graduates will be given out in one of four forms:
1. Labels: Labels to be provided by the ~~requesting~~ office and brought ~~-2.3(t)6. Tc 0 Teoee09o0.~~