

**Pacific Lutheran University
Office of Development and University Relations**

Policy on use of Development/Alumni database information

Pacific Lutheran University respects the privacy of its Alumni and other constituents, and limits access to the Development/Alumni database information to authorized university individuals who are acting on behalf of the university.

Information provided to these individuals will be limited to what is needed to carry out an authorized university-related task, treated as confidential, and shared only with others who have the same need to know. Development/Alumni information, both electronic and hard copy, is confidential and must not be released without approval of the Vice President for Development and University Relations or a designee.

No solicitation of gifts using Development/Alumni information may be attempted without the express authorization of the Vice President for Development and University Relations or a designee.

Database information has been compiled on a confidential basis by Pacific Lutheran University for its exclusive use. It is not available for private or individual purposes of any kind, including commercial solicitations or the expression of personal, political, social or economic views. This policy applies to all university personnel and students.

Database information that is provided must not be saved and/or maintained by individuals or departments as a separate database outside of Banner. All updates and/or corrections of information must be forwarded to Development Operations for processing.

The Alumni office reserves the right to disclose basic alumni directory information to other alumni for the sole purpose of social interaction between individuals. Alumni directory information may include work place, work phone number, spouse name, and children's names in addition to those data elements defined as directory information by the current PLU student [FERPA](#) policy. Every effort will be made to ensure the privacy of those alumni who have requested non-disclosure.

Violations of this policy are a serious matter and will be handled through appropriate disciplinary channels.