

SDSM&T Alumni Directory Access Policy – Terms of Use

1. Alumni Directory Allowed Users:

- a. Access to the Alumni Directory shall be granted to all alumni and may be granted to designated non-alumni who are 1) SDSM&T (University) Administration and Faculty shown on the published top level University organization chart and their secretaries and assistants, 2) University Athletic Department Head Coaches and administration, 3) select additional University faculty and staff that have alumni interactions, or 4) Hardrock Club (HRC) Staff.
- b. Users of the Alumni Directory must register individually through the Alumni Association (AAn) website portal (<http://alumni.sdsmt.edu>) with a unique user name and password. Alumni Directory access is restricted to registered users only.
- c. Additional requests for access by University personnel or HRC staff may be granted consistent with the above guidelines through an e-mail request, specifying the reason for needing access, to the AAn Office (alumni@sdsmt.edu). These requests will be reviewed and approved or denied by the AAn Office in writing.

2. Online Alumni Directory Terms of Use:

- a. Appropriate use of the online Alumni Directory is for obtaining general personal and contact information about a specific alumnus/alumna by name or groups of alumni identifiable by class year, major, city or state.
- b. All information obtained through Alumni Directory access remains the property of the SDSM&T Alumni Association and the SDSM&T Foundation (Fdn) (collectively, AAn-Fdn) and may not be distributed to non-authorized individuals or groups.
- c. The AAn-Fdn will provide Alumni Directory access to individuals only for outreach, service, development, and engagement activities that require contact with and/or knowledge of Alumni. Such activities include, but are not limited to, communicating constituent events; fundraising in support of the University, AAn, Fdn or HRC; building relationships; providing educational and employment opportunities; interacting with the local community; and the like.
- d. Any use of the information contained in any profile for direct or indirect soliciting, other than for fundraising in support of the University, AAn, Fdn or HRC that is coordinated with the Fdn or AAn, for profit, or for mass mailing or e-mailing is strictly prohibited.
- e. The Database is of most value when it contains accurate and current information. All Alumni Directory users have the responsibility and obligation to 1) update their personal information through the AAn website portal, 2) report any updated or new information on alumni to the AAn Executive Assistant, and 3) report any and all identified errors in Alumni Directory information to the AAn Executive Assistant. The AAn Executive Assistant will update the alumni records.

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- f. Alumni Directory access and passwords are not to be shared with anyone.
- g. Use of the Alumni Directory data for developing or maintaining a separate database of Alumni (shadow database) is strictly prohibited.
- h. Registered non-alumni users with a change in work status must report the change to the AAn Executive Assistant so that access can be removed or updated. Any personnel changes at the University will be communicated by the University's Human Resources Department to the AAn Executive Assistant.
- i. Non-alumni constituent records cannot be accessed through the Alumni Directory.
- j. As a condition of access, the Alumni Directory user accepts responsibility and liability for misuse of the accessed data.
- k. Use of the Alumni Directory constitutes the user's agreement to all of the terms of this Policy, and any violation of the terms of this agreement will result in that user's loss of access.
- l. The AAn-Fdn reserve the right to refuse or discontinue access or service at any time.