

UNIVERSITY OF LOUISIANA AT MONROE  
ALUMNI AND DONOR DATABASE INFORMATION  
MANAGEMENT POLICY

*Effective January, 2004*

The primary objective of the University of Louisiana at Monroe (ULM) Alumni and Donor Database Information Management Policy is to centralize and maintain account information of university alumni, friends and prospects. It is acknowledged that this database information is confidential and shall be released subject to approval. It is also acknowledged that this database information provides a valuable resource for all university-related activities.

Alumni Relations, University Development, Governmental/University Relations, the ULM Alumni Association, ULM Foundation and ULM Athletic Scholarship Foundation shall have access to database information with the Database Manager creating reports, lists, and mailing lists when requested.

Upon approval by the ULM Vice President for University Advancement, information shall be released to respective ULM Colleges, Schools, and Departments for use in conducting university business (i.e., surveys, newsletters, solicitations, etc.).

Database information related to alumni (lost friends, etc.) may be made available to other alumni upon the recommendation of the Director of Alumni Relations.

Should there be a question regarding requests for database information, such requests are to be forwarded to the Vice President for University Advancement for release determination of approval or denial.