UNIVERSITY OF CENTRAL MISSOURI
UNIVERSITY ADVANCEMENT DEPARTMENT POLICY

Policy Name: Privacy Policy	**Date Approved**: October 18, 2019
Approval Authority: Executive Director, Alumni Foundation	**Date Effective**: October 18, 2019
Responsible Department: UCM Alumni Foundation	**Date Last Revised**: n/a
	Review Cycle: Annually beginning October 18, 2020

Privacy Policy

One of UCM Alumni Foundation's most important functions is to keep alumni and supporters connected to UCM and to each other. Consequently, the UCM Alumni Foundation (the Foundation) compiles both public and private information about alumni and supporters. This notice is to inform you of how the Foundation uses the information it collects and how you can limit that use.

The UCM Alumni Foundation collects information about alumni and supporters from various sources:

- Information alumni and supporters send to the Foundation, whether through correspondence, applications, email, surveys, etc.

- Information the Foundation receives from its affiliates

- Information the Foundation receives from alumni records, which is a matter of public record

The Foundation's database is for the sole use of UCM and the Foundation. It does not sell, rent, or trade alumni and supporter information with any organization that isn't directly affiliated with UCM. For your reference, you can read additional about what kinds of information this website collects and why.

UCM Alumni Foundation Affiliates

The Foundation works closely with the UCM colleges and schools, regional alumni chapters, and affinity alumni groups. It shares information openly with these organizations.

The Foundation also has formed relationships with companies to provide certain services to alumni and supporters in order to generate revenue that finances the services that UCM provides to alumni, supporters, and students. The Foundation considers these companies' practices regarding use of customer information and determines whether each company is a reputable, trustworthy organization before entering into a partnership.

These companies communicate directly with alumni and supporters to market products and services that they vend for the Foundation. For this purpose, the Foundation provides lists of names and addresses, with a detailed contract governing the use of these lists.

If you do not wish to be contacted by these companies, notify the Foundation as explained in the "Opt-Out Option" section of this page. The Foundation will then remove your name from these mailing lists. Please be aware that mailings often are prepared several weeks in advance of shipping.

How Does the UCM Alumni Foundation Use Contact Information?

The Foundation uses contact information to contact alumni and supporters with information about UCM, alumni affairs activities, and fundraising opportunities through mail, phone, and web-based communication tools like e-mail and social media networks.

Security

The Foundation takes precautions to protect your information. When you submit sensitive information via the Foundation website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card payment information) the information is encrypted and transmitted to use in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. The computers and servers in which we store personally identifiable information are kept in a secure environment.

The Foundation employees view your personal information when necessary to serve you. All Foundation employees and UCM employees with access to the Foundation database are required to adhere to a Confidentiality Policy.

Photography

Photos or video taken at our events may be used in publications such as brochures, newsletters, magazines, and video presentations. Such photos or videos may also be used electronically in online publications, our websites, e-mails, social networking sites such as Facebook or Twitter, or in other electronic forms of media. If you are pictured and would like us to discontinue using the photo, please contact us.

Online Transactions

The Foundation uses Blackbaud Merchant Services to host our website and to accept and process contributions via credit card. When using the site to make a donation, Blackbaud collects information as described in its privacy policy. Blackbaud uses that information to complete the transaction and will share that information with the Foundation, which is stored in our local secure database. You can read about the security measures taken by Blackbaud here.
(link: https://www.blackbaud.com/security/payment-security)

Links

This website contains links to other sites. Please note, we are not responsible for the content or privacy practices of such other sites. We encourage users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Opt-Out Option

The Foundation website offers you the opportunity to opt-out of receiving communications from the UCM Alumni Foundation and its partners. Alumni and supporters also can request that the Foundation remove their information from its database, eliminate future communications, or no longer offer services by communicating these preferences to the Foundation by e-mail, mail, or telephone:

- Send e-mail to [alumni](#)@ucmo.edu

- Send mail to the following postal address:

  University of Central Missouri Alumni Foundation

  PO Box 800, Smiser Alumni Center

  Warrensburg, MO 64093

- Call our office:

  660.543.8000

Correct or Update Information

Alumni and supporters can notify the Foundation of corrections and updates to their information by e-mail, mail, or telephone. Alternatively, they can visit the website at www.ucmfoundation.org and log into their account or select "Alumni Updates" to share updates with us!

Acceptance of Privacy Policy

By using www.ucmfoundation.org you signify your acceptance of our Privacy Policy. If you do not agree to this policy, we ask that you refrain from using this site or our Services. Your continued use of the Foundation site following the posting of changes to these terms will mean that you accept these changes.

Changes to our Policy

Our online privacy policy may change from time to time. If we make any substantive changes to our policies, we will post notice of changes on this page.