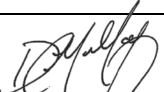


ADMINISTRATIVE POLICY TITLE: Collection and Retention of Alumni and Donor Data	POLICY SECTION: Alumni and Development	POLICY NO: 6.01
RELATED BOARD POLICY:	1.4.3 Confidentiality and Access to Information 1.4.6 Records Management 1.6.1 Fundraising and Donations	
RELEVANT LEGISLATION:	Freedom of Information and Protection of Privacy Act (FIPPA) and Canada's Anti-spam Legislation (CASL)	
PRIMARY APPROVER:	Principal	
SECONDARY APPROVER:		
RESPONSIBLE AUTHORITY:	Executive Director, Alumni and Development Privacy Officer	
DATE APPROVED:	June 2021	
DATE(S) REVIEWED / REVISED:	May 2021	
POLICY REVIEW - FREQUENCY:	Every four (4) years	
APPROVER SIGNATURE(S):		

1. Preamble

1.1 King's University College has a legal responsibility to protect the confidentiality of personal information collected in the course of its alumni relations and development (fundraising) activities. Furthermore, the College has an ethical responsibility to respect the privacy of its alumni, donors, and prospective donors.

2. Purpose

2.1 To ensure that alumni and donor data are always as accurate as possible and to manage the care and control of personal information that is consistent with the King's Privacy Policy, the Freedom of Information and Protection of Privacy Act (FIPPA), Canada's Anti-spam Legislation, and any other relevant legislation.

2.2 To mitigate against multiple custodianship that defeats efficient management of the personal information of alumni and donors held by King's.

2.3 To ensure that consistent, accurate information about alumni and donors is readily available in a timely fashion to King's departments requiring the information for activities deemed appropriate by the office of Alumni and Development.

3. Scope of the Policy

3.1. This policy applies to all employees and students of King's University College.

4. Definitions

4.1. "Development" is used interchangeably with "fundraising."

4.2. "College" is defined as "King's University College."

4.3. "King's" is defined as "King's University College."

4.4. "Employees" includes all faculty (full and part-time), executive and senior administration, staff, and PAOA members.

5. Policy

5.1. Alumni and Development is the only office at King's University College that may collect and maintain personal and contact information of alumni. Alumni and Development is responsible for the only personal information bank for alumni and donor information (<http://www.kings.uwo.ca/privacy/personal-information-banks/>). Alumni and Development will maintain a centralized database of alumni, donor, and prospective donor information that will be stored on the King's servers.

5.2. Personal information that is collected and maintained by Alumni and Development includes, but is not limited to:

- Name
- Address
- Email
- Business/employment information
- Marital status and spouse information
- Giving history
- Relationship information (to other alumni, spouses, volunteers, etc)
- Event attendance
- Degree information, including graduating year and area(s) of study
- Former student activities and clubs
- Awards, honors, and designations
- Volunteer information

5.3. All alumni information collected or received by faculty or other offices should be forwarded to Alumni and Development. Alumni information must not be maintained in any form of database or information collection tool external to Alumni and Development.

5.4. Consent to update the Alumni and Development database with information provided to King's employees by alumni is not required.

5.5. Academic and administrative departments requiring alumni information can request the most recent data from Alumni and Development each time it is

required. Any requested information received by an academic or administrative unit must be destroyed or deleted following use.