

**SECTION: Institutional Advancement/Development**  
**SUBJECT: Obtaining Database “Look-Up” Information on Constituents**

**ISSUED BY:** Office of Institutional Advancement  
**REPLACES:** N/A  
**APPROVED BY:** Office of Institutional Advancement  
**EFFECTIVE DATE:** August 24, 2000

**Policy**

It is possible to request and receive certain information on Asbury College constituents such as address and phone number.

In an effort to foster good relationships and continue longstanding friendships, Asbury College has historically made appropriate information concerning Asbury College alumni available to fellow alumni and friends. However, in order to properly protect Asbury College alumni from unauthorized use of their personal information by others, it is now deemed in the best interest of Asbury College and our alumni to adopt a formal policy concerning release of information to the public in general. Therefore, the President’s Cabinet hereby adopts the following policy:

**Release of Alumni Personal Information**

Effective with publication of the 2002 Alumni Directory, Institutional Advancement will follow the guidelines set forth below regarding the release of personal information about alumni:

1. Verify the caller is an alumnus or determine they have a relationship (i.e., employee, parent of student) to the College.
2. Release only information of alumni who appear in the Directory or have otherwise given their consent.
3. If the caller is not an alumnus or does not have a legitimate relationship to the College, Institutional Advancement Division personnel may, at their discretion, mail a letter to the alumnus who information was requested, passing along the address/phone number of the person wishing to contact them.
4. The Vice President for Institutional Advancement may modify this policy, at his or her discretion, in the event of an emergency or extenuating circumstances.

Pending publication of the 2002 Alumni Directory, Institutional Advancement personnel shall continue the current policy as set forth in the Administrative Policy Manual.

**Procedure**

To request information, contact the constituent records office in the Office of Institutional Advancement.