

GENESE0

SUNY Geneseo College Advancement Volunteer Information Sharing Guidelines

Volunteers of the SUNY Geneseo College Advancement's Office of Alumni Relations work in tandem with staff liaisons to advance the mission of the College. Volunteers may include, but are not limited to, board members, affinity and regional chapter members, class members, College faculty and/or staff.

In order to implement certain initiatives, a volunteer may need access to confidential alumni or constituent information. Volunteers requesting access to this information will abide by the following guidelines.

1. Requests for constituent information will be sent in writing to alumni@geneseo.edu or to the staff liaison working with the volunteer.
2. Volunteers requesting constituent information will sign the SUNY Geneseo College Advancement Volunteer Confidentiality Agreement. Constituent information will not be shared with volunteers who do not have a signed agreement on file.
3. The Office of Alumni Relations will review and validate requests for constituent information within 14 days of confirmed receipt of the request and/or signed SUNY Geneseo College Advancement Volunteer Confidentiality Agreement.
4. In order for a request for constituent information to be valid, the volunteer asking for the information must be working with a staff liaison on an initiative. The volunteer will check-in regularly with their staff liaison to share updates. If the volunteer does not check in or becomes non-responsive to communications from a staff liaison, access to constituent information will be terminated.
5. Constituent information is *only* shared with volunteers electronically through Google Drive (Google Sheets) for the duration of an initiative. Volunteers must have an active Google account to access Google Drive. Constituent information will not be shared with general email accounts (i.e. GeneseoAlumniSeattleChapter@gmail.com or GeneseoSwimming@gmail.com).
6. Constituent information is not to be copied, downloaded or printed by volunteers. Volunteers will not share constituent information with others without approval from the Office of Alumni Relations.

7. If in the course of using constituent information for an initiative, volunteers obtain updated constituent contact information, the volunteer will share that information with their staff liaison.
8. Volunteers who obtain constituent email addresses are not permitted to send bulk email messages (25 or more recipients). If a volunteer sends an email to more than one person at a time, they will enter recipients into the BCC field of the email so email addresses are not shared with other constituents receiving the same message.
9. Volunteers will be granted access to constituent information only for the duration of their initiative.