Name: Volunteer & Alumni Chapters Data Policy & Procedure		Date Created: 5/6/2018
Functional Area: University Advancement		Last Updated:
Purpose: To establish guidelines for data sharing with non-employees for business purposes.		
Documents (Info) Needed: Volunteer Confidentiality Agreement		
Primary Position Responsible:	Director of Advancement Services	
Reviewed By & Approved By:	VP for University Advancement	
Process Frequency:	As often as needed	
Prerequisite Process: N/A		
Subsequent Process: N/A		

POLICY:

Savannah State University is responsible for maintaining information that may be privileged, confidential and/or exempt from disclosure under public law. Savannah State University uses and discloses personal information in accordance with the federal, state, and Board of Regents policy regarding personal information privacy.

The purpose of this policy is to outline who can access Advancement-owned data, the steps required to receive that access, and the acceptable use of that data. This Policy complements broader university policies related to information security and computing.

This policy governs University Advancement staff and other Savannah State University employees who use Advancement-managed data. It also applies to volunteers, alumni (alumni chapters), and contractors working on behalf of the University.

Questions concerning this Policy or its intent should be directed to the Director of Advancement Services in the Division of University Advancement.

DEFINITIONS:
A **Volunteer** is an individual who is not employed by the university who has agreed to help facilitate the university's relationship with a prospect and/or with a University sponsored event.

An **Alumni** are all degree-holders of the University and non-degree holders who were admitted to any college or school of Savannah State University and then departed the university in good standing after completing at least one semester. It is recommended that these individuals contact the university to verify their alumni status.

PROCEDURE:

I.   Information Confidentiality and Usage
   a. All confidential information must be used for university business purposes only, as approved by University Advancement leadership.
   b. The actions of collecting, accessing, using, destroying, or disclosing confidential information may only occur within the scope of employee responsibilities. Supervisors must approve all use of confidential information that falls outside normal employee responsibilities. If employees discover that they have access to information outside the scope of their normal responsibilities, they must notify their supervisors immediately.
   c. Unless specifically authorized to do so by the Vice President for University Advancement, information from University Advancement data sources must not be used in separate persistent databases, "shadow databases," and/or reporting platforms, as they undermine the primacy and integrity of Advancement's central information resources. Information generated from Advancement's database of record should be used quickly or refreshed periodically to ensure validity.
   d. Employees must exercise reasonable effort to secure and protect from disclosure any confidential information downloaded to or stored on any type of electronic device (e.g., computer, mobile device, etc.) or peripheral (e.g., memory card, external hard drive, etc.). Information on physically securing electronic devices is available from the Information Technology (Computer Services) Office at servicedesk@savannahstate.edu. Data downloaded from Advancement's database of record and other systems, including the fileserver, must be deleted when no longer needed.
   e. Employees/Volunteers must exercise reasonable effort to secure and protect from disclosure any confidential information in hard copy. Materials containing confidential information should not be removed from the Advancement offices of the university, except when within the scope of the responsibilities of employment/volunteerism. All hard copy confidential information marked for disposal must be shredded.
   f. Passwords act as a signature to access confidential information. If employees/volunteers have reason to believe that the confidentiality of passwords has been violated, they are required to notify their supervisors immediately and ensure that the passwords are promptly changed. Employees will not share login ID and/or password information with anyone.
   g. Upon termination of university employment and/or volunteer relationship, the rights and access associated with a user ID and password will also be terminated. Employees must immediately return all documents and/or

materials containing confidential information to Savannah State University, including methods of providing access to such information (e.g., training documentation). It is further expected that, following cessation of employment at Savannah State University, the individual will continue to treat confidential information as confidential and that they will refrain from disclosing it or using it for any purpose.

II. Access to University Advancement Data by Employees
   a. Individuals employed by Savannah State University who have a demonstrable university-related business requirement to access Advancement data will be granted access restricted to that requirement. Such access will only be granted to Employees after the completion and approval of the access request form and all other IT required forms.
   b. Questionable or unusual requests by employees for access to Advancement data will be reviewed by the Vice President for University Advancement.

III. Access to University Advancement Data by Non-Employees
   a. Subject to the approval of the Vice President for University Advancement, non-employees working on behalf of the university (e.g., volunteers and contractors) will be permitted to access Advancement data restricted to the requirements of their roles.
   b. These individuals must sign any agreement(s) required by the university (i.e., related to confidentiality, usage, etc.) prior to receiving such access, and will be subsequently bound by the requirements set forth in this policy.
   c. Donors to the university may request and receive a list of the charitable gifts they have made to the university. Otherwise, Advancement data will be unavailable to non-employees and non-volunteers, unless approved by the Vice President for University Advancement.