Harvard Law School
Confidentiality / Non-Disclosure Statement—Alumni Data

For Alumni Groups, Student Groups, and Volunteers
(includes Regional Associations/Alumni Clubs, Affinity Groups, Student Groups, Regional and Class Representatives, and Volunteers Requesting Alumni Data)

Harvard Law School Alumni Groups, Student Groups, and Volunteers (hereafter “groups”) are important partners of the Harvard Law School (hereafter “HLS”) and play a vital role keeping alumni connected to HLS. These groups vary significantly in the range and type of activity they are involved in, the number of alumni they reach, and the level of independence of their operation.

All groups must agree, however, on the importance of protecting the privacy and security of alumni data they themselves create or access from HLS. Individuals working for or on behalf of alumni groups, therefore, agree to provide the following information and abide by the following terms:

1. I request the following information about HLS alumni: List of alumni in my regional area or group.
2. I will use this information for the following purpose(s): Outreach and engagement to further HLS alumni activities only.
3. I understand that I may use data about HLS alumni only for the purposes described above.
4. I understand that any data furnished from HLS will not include records of alumni who have opted out of sharing data with alumni groups, affinity groups, student groups, and alumni volunteers.
5. I agree to provide in all communications with alumni a description of an effective opt-out program in one of the following two ways:
   a. I may advertise Harvard University’s centrally managed opt-out program available at http://post.harvard.edu/olc/pub/HAA/memberservices.html provided that my future use of data is refreshed through the University’s alumni database (to apply recent privacy settings) before use.
   b. I may continue to use my own alumni data without having to refresh through the University’s alumni database if the group I am representing offers its own opt-out program on its website and/or via e-mail address that is clear about the scope of the opt-out (i.e., pertaining to group communications only).
6. I will exercise reasonable care when handling and transmitting any sensitive alumni data. Every effort should be made to collect and share only necessary information and to maintain and share such data in a reasonably secure form.
7. If I have any questions regarding appropriate use, sharing and protection of alumni data, or questions regarding offering alumni privacy choices, I will contact the HLS Alumni Relations office by tel. (617) 384-9523 or email alumnirelations@law.harvard.edu.

I have read and agree to abide by the privacy guidelines as stated above.

Requestor:  
Name__________________________  
Signature______________________  
Organization____________________  
Affiliated School / Center_______________  
Email address______________________  
Telephone number__________________  
Date______________________________

Approved by Alumni / Development Staff:  
Name__________________________  
Signature______________________  
Organization____________________  
Affiliated School / Center_______________  
Email address______________________  
Telephone number__________________  
Date______________________________