

Information Access Policy for Volunteers of Dartmouth College

Volunteers are provided contact information for key constituents (alumni, parents, and friends) to facilitate the purposes of a particular group. As a volunteer, you may have access to information which is confidential (whether or not labeled as "confidential"). Volunteers are responsible for preserving the confidentiality of this information, and thus must observe the rules outlined below.

- 1) Volunteers should not violate privacy. Data can be shared with other volunteers within the core group when it is appropriate. It should never be disclosed, disseminated, or published outside that group.
- 2) Volunteers who are privy to giving history should maintain confidentiality of that data. It is to be used only for the purpose of further solicitation and is not meant for disclosure to others or for personal gain.
- 3) The information should not be used for advertising or solicitations for commercial services.
- 4) Volunteers should not use the information either to solicit for or promote a political candidate, even if the candidate is affiliated with any unit of Dartmouth.
- 5) Volunteers should not use the confidential information provided to seek employment. If they wish career assistance from Dartmouth or one of the professional schools, they should instead use the Dartmouth or affiliated career services set up for that purpose and where constituents have given permission to be contacted by students and others.
- 6) Frequent individual emails to assigned alumni, parents, and friends are encouraged to build rapport and solicit gifts. However, there are federal laws which apply to mass emails. Volunteers supported by Alumni Relations should use the provided tools (iModules or myTuck) to send class or club emails. Caution: too frequent sending of emails can cause your constituents to opt out of receiving future emails. Other volunteers not on VOLT who want to send group emails should coordinate their request with the Office of Alumni Relations.

If you have questions about the appropriate use of mailing lists, please contact your Dartmouth staff representative.