

## Association Policy for Distribution and Use of Data on MIT Alumni/ae, Students, Parents, and Friends

(A copy of this policy is delivered to anyone receiving information extracted from the ADVANCE database)

You may receive data because MIT (or the MIT Alumni Association) has determined that you have an appropriate, necessary and clearly defined purpose for data use and you are acting as an agent, representative or contractor of MIT for that purpose.

- Your acceptance of this information constitutes your agreement that (1) you will only use the information for the purpose for which MIT has provided it to you; (2) you will comply with the MIT Policies and Procedures regarding privacy and the disclosure and redisclosure of information (<https://web.mit.edu/policies/11.0.html>); and (3) if MIT is disclosing any non-directory student information to you (including non-directory information relating to an alumnus when he or she was a student at MIT), that information is subject to the Family Educational Rights and Privacy Act, 20 USC 1232g, and its regulations, 34 CFR 99 (FERPA), and FERPA and MIT Policies and Procedures prohibit you from re-disclosing this information and from using this information for any purpose other than the purpose for which it was provided to you.
- Data that the Alumni Association provides to you and all information contained in the ADVANCE database is the property of MIT and is administered by the Alumni Association, Resource Development, and the Office of the Treasurer.
- Information about MIT alumni/ae, students, parents, and friends is not made available for non-MIT purposes or for use by organizations not affiliated with MIT, unless legally required. Alumni/ae, student, parent, and friend data is not issued to individuals requesting it for personal (non-MIT) use. Alumni/ae, student, parent, and friend data may not be used in conjunction with any commercial purpose.
- Some parts of the ADVANCE database are considered particularly sensitive and are not routinely shared outside of the offices administering those parts of the database. The most obvious of these is giving information.

NB: The ADVANCE Database is the definitive database of record for all alumni/ae/donor/prospect records at MIT. No other MIT office or group should maintain an independent database of MIT alumni/ae/donor/prospect records. Data is frequently updated in the ADVANCE database and new requests should be made for every occasion in which up-to-date data are needed.