

Data Usage Policy

Pinkerton Academy's Department of Institutional Advancement maintains a database of biographic, demographic, and gift/pledge information about alumni, parents, students, and friends in accordance with the needs of the Academy's fundraising and alumni relations program. On occasion, this information may be used for institutional research purposes. Pinkerton Academy is firmly committed to protecting the privacy of its constituents. Information in the advancement database should be utilized solely to further the fundraising and alumni relations mission of the school and only accessed by those employees who have a need to conduct school business or volunteers working in an official capacity to further fundraising and alumni relations objectives.

Access to the Raiser's Edge software database is limited to Academy employees whose positions require it and is granularly defined based on job role. Information contained within the database is also made available to volunteers, faculty members, and administrators working in an official capacity to further Pinkerton Academy's fundraising and alumni relations mission. Information will only be furnished after a Confidentiality Agreement is signed and received by the Office of Institutional Advancement.

Information requests for entities outside the Advancement Office may be submitted to the Office of Institutional Advancement. In cases of dispute about whether an organization has a legitimate affiliation with the Academy, the final determination rests with the Dean of Institutional Advancement:

1. Requests for information or constituent lists from departments outside of advancement should be sent to the Advancement office for review and approval. Advancement will make information available for school-related activities that support the Academy's fundraising or alumni relations mission. In cases of dispute about what constitutes an approved purpose, the final determination rests with the Dean of Institutional Advancement.
2. Information from the database may be shared with companies who provide a business service related to the mission of the Office of Institutional Advancement (e.g. data-processing consultants, direct-mail vendors, marketing

and merchandise firms, and alumni benefit offers). The vendor must agree to use the information only for the purposes intended. The Academy requires third parties to protect personally identifiable information.

3. The Academy may share the following information with other entities seeking the location of alumni with degrees from both Pinkerton Academy and the requesting institution: full name, address, telephone number and email address; degree and date of degree awarded by Pinkerton.
4. When Pinkerton Academy receives requests for contact information from an outside individual, information will not be directly shared with requestor. Staff may offer to make contact with the constituent (unless the constituent is coded as “no contact”) and, with the permission of the requestor, will provide the requestor’s contact information.
5. Aggregate data which does not identify specific individuals or their personal information may be shared with funders, government organizations, peer institutions, and other groups.
6. Selected donor information may be shared with funders at the discretion of the Dean of Institutional Advancement. The Dean retains full discretion over what is shared and with whom.
7. The Academy may share or transfer information in its database to comply with financial audit procedures; to respond to a judicial process; to comply with state, federal or local laws; or to provide information to law enforcement agencies to the extent required by law.