MSU ALUMNI ASSOCIATION
USE OF DATA OBTAINED FROM MICHIGAN STATE UNIVERSITY

HOW TO REQUEST DATA
Alumni clubs are able to request email and mailing addresses for alumni, non-degree, friends, current students, and incoming freshmen. All requests for this information should come through the MSU Alumni Association.

- For alumni, non-degree and friends information, refer to the document titled “Request an Email/Mailing List – Alumni”
- For current students and incoming freshmen information, refer to the document titled “Request an Email/Mailing List – Incoming Freshmen and/or Current Students”
- **Alumni clubs should not contact MSU University Advancement, Office of Admissions or the Registrar’s Office directly for these requests.**

DATA CONFIDENTIALITY

Any data obtained from Michigan State University is considered confidential and can only be used in conjunction with official business related to the requesting alumni club. It is expressly forbidden to provide or sell this information to other parties.

ABOUT THE DATA & BEST PRACTICES

- **Data is always changing.** As an institution, Michigan State University has access to a number of datasets e.g., NCOA (National Change of Address), and is continuously updating contact information in our database. As such, the information we provide is the most up-to-date. **Alumni clubs should not maintain separate or shadow databases of contact information.**
- The requested data should only be used for a single event, not multiple events that are months apart.
- The data request and subsequent pull is a static list. Alumni clubs will be provided with the most up-to-date information as maintained by MSU.
- Since the data is sent directly to the person requesting it, the alumni club is responsible for sorting and refining the data for their purposes.
- The data, as it is received from MSU, should be saved as a master document prior to any sorting or refining.