MSU ALUMNI ASSOCIATION
PERMISSIBLE USE OF DATA OBTAINED FROM MICHIGAN STATE UNIVERSITY

// PERMISSIBLE USE OF DATA & 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.

// HOW TO REQUEST DATA
Alumni clubs are able to request email and mailing addresses for alumni, non-degree, friends, incoming freshmen/transfer/graduate students and current students. 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, Non-Degree and Friends” at https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Alumni-2018.pdf
- For incoming freshmen/transfer/graduate students and current students, refer to the resource document titled “Request an Email/Mailing List - Incoming Freshmen/Transfer/Graduate Students and/or Current Students” at https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Students-2018.pdf
  - All data requests are subject to approval and compliance with FERPA (Family Educational Rights and Privacy Act) and University policy. Michigan State University does not release student names and addresses for commercial purposes. For the full university policy, see the “Michigan State University Access to Student Information” section at https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542

Alumni clubs should not contact MSU University Advancement, the Office of Admissions or the Office of the Registrar directly for any requests.

(CONTINUED BELOW)
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.
  - Additionally, the MSU database also notes if people have opted out of receiving specific communications. It is important to respect individual's requests regarding the type and frequency of communications they receive from MSU.
  - As such, the information we provide is the most up-to-date and alumni clubs should not maintain separate or shadow databases of contact information.

- The requested data should only be used for a single event/communication, not multiple events/communications 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.

ADDITIONAL RESOURCES

- To request email and mailing addresses for alumni, non-degree and friends, refer to the document titled “Request an Email/Mailing List - Alumni, Non-Degree and Friends” at [https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Alumni-2018.pdf](https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Alumni-2018.pdf)
- To request email and mailing addresses for incoming freshmen/transfer/graduate students and current students, refer to the document titled “Request an Email/Mailing List - Incoming Freshmen/Transfer/Graduate Students and/or Current Students” at [https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Students-2018.pdf](https://alumni.msu.edu/assets/PDFs/Request-Email-Mail-List-Students-2018.pdf)
- For best practices with regard to data obtained from MSU, refer to the document titled “Data Best Practices” at [https://alumni.msu.edu/assets/PDFs/Data-Best-Practices-2018.pdf](https://alumni.msu.edu/assets/PDFs/Data-Best-Practices-2018.pdf)
- All data requests are subject to approval and compliance with FERPA (Family Educational Rights and Privacy Act) and University policy. For the full university policy, see the “Michigan State University Access to Student Information” section at [https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s542)

QUESTIONS

For any questions, please contact:
- Barb Susa-Fineis at susab@msu.edu or 517-432-2211
- Elizabeth Wheeler at szufnar@msu.edu or 517-884-2106