

TITLE: ALUMNI AND FRIENDS RECORDS POLICY

APPROVED: October 4, 2010

REVIEWED:

NEXT REVIEW: 2013-2014

RESPONSIBILITY: Executive Director, Community Relations

APPENDICES: Consent Form for Use of Personal Information

CROSS-REFERENCE:

POLICY STATEMENT:

Grande Prairie Regional College (GPRC) is committed to building strong relationships with alumni through its mission of creating connections to knowledge, experience and community, one life at a time.

PURPOSE:

To ensure the accurate and timely transfer of **student alumni records (alumni)** from Student Services, and pertinent **employee records (friends)** from Human Resources to Community Relations for the purpose of corresponding with alumni and friends through a variety of communication channels.

SCOPE:

This policy refers to student alumni records stored in Student Services and employee records stored in Human Resources.

DEFINITIONS:

Student Alumni Record (must meet one of the following criteria):

- Received a GPRC credential
- Completed University Transfer Studies
- Completed a minimum of one period of an apprenticeship program
- Completed a minimum 30 credit hours over a period of years, or the equivalent of one year full time studies

Employee Record:

- Staff or faculty member who receives a distinguished or service award from GPRC

PROCEDURE/GUIDELINES:

1. Student Services will transfer applicable student alumni records to Community Relations each year in October.
2. After receiving the **Consent Form for Use of Personal Information (Appendix 1)** from an employee, Human Resources will transfer the pertinent employee record to Community Relations.
3. Information to be transferred includes:

3.1. Student Alumni Records

- Student ID number
- Surname
- First name
- Middle Name
- Former name
- Spouses name (if available)
- Gender
- Permanent address
- Local address
- Email address
- Daytime phone
- Evening phone
- Cell phone
- Date of birth
- Program
- Years attended
- Credential
- Sport

3.2. Employee Record

- Surname
- First name
- Local and forwarding address
- Home Phone number
- Email address
- Department/Faculty
- Association: Employees' Association (EA)/Academic Staff Association (ASA)/Administrative Group/Alberta Union of Provincial Employees (AUPE)

CONSENT FORM FOR USE OF PERSONAL INFORMATION*

I, _____ authorize Human Resources to share the following personal information with the Department of Community Relations for the purpose of receiving correspondence through a variety of communication channels including magazines, e-newsletters, special event notifications, invitations, and announcements. This consent will remain in effect until I provide notice that I no longer consent to the use of my personal information for this purpose.

Please Print:

Full Name _____

Address _____ City _____

Province _____ Postal Code _____

Home Telephone _____ Email: _____

Print Name _____

Signature _____

Date _____

*Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed upon request. Your personal information will not be released to anyone outside of GPRC. If you have any questions about the collection or use of this information, contact Community Relations at 780.539.2905.