

## Confidentiality Statement

for

**Antioch College**

**Office of Institutional Advancement: Alumni Relations Office**

The purpose of the information Antioch College is providing you is for you to reconnect Antioch alumni and friends with the college. Receipt of this list means you take responsibility for providing upgraded/updated information in a timely manner to the Institutional Advancement Office: Alumni Relations Office so that current records can be maintained.

This Confidentiality Statement applies to all information provided by the Antioch College Institutional Advancement Office: Alumni Relations Office. Antioch College understands the importance to its alumni, friends and donors of the discreet and confidential handling of their personal information. Your signature on the form indicates your agreement to uphold this commitment to confidentiality as follows:

- Use strict safeguards to maintain the security and confidentiality of information provided by the Antioch College Institutional Advancement Office.
- Only use information provided by the Antioch College Institutional Advancement Office for the primary purpose for which it was provided.
- Some alumni have indicated to the College that they do not wish to be contacted by mail and/or phone. We ask that you honor these requests unless the alum has indicated to you otherwise.

**Signature & Date:** \_\_\_\_\_

**Name and Class Year:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**How do you plan to use this list?** \_\_\_\_\_

**List Requested: Class Year(s)** \_\_\_\_\_ **Local Region:** \_\_\_\_\_

**For regional lists, list the appropriate zip codes you would like included:** \_\_\_\_\_

**Anticipated Location and Date of Planned Activity:** \_\_\_\_\_

As a result of your communication with alumni, please provide the Institutional Advancement Office : Alumni Relations Office with any updated contact information including new addresses, e-mail, phone, discovered alums in your area, bad addresses or phone numbers, and if an alum is deceased. We also appreciate any specific responses about Antioch, which might be helpful for reconnection efforts.

Thank you for helping Antioch College connect with its alumni and friends.