



The University of Central Florida Alumni Association Privacy Policy and Terms and Conditions

Policy Overview

The University of Central Florida Alumni Association works with the University of Central Florida (UCF) to maintain a comprehensive database of information on alumni in accordance with the general needs and expectations of UCF and the alumni community. The information retained by the Alumni Association is intended exclusively for purposes related to official UCF/Association business.

It is the mission of the Alumni Association to support events, programs and communications that will advance the interests of the university and create opportunities for alumni to participate in the life and vitality of the alumni community. In order to provide the best support possible for these initiatives, the Alumni Association may collect, share or publish information on members of the UCF alumni community in accordance with the UCF Privacy and Usage Policy.

Alumni Association reserves the right to communicate with members of the university community through the U.S. mail, express mail services, telephone, and all forms of electronic communications.

Scope of Policy

This privacy policy dictates Alumni Association's handling of personal information of members of the alumni community. This policy is enforced in all areas of the Alumni Association business, including online communications, offline communications, direct marketing, event registration, and purchase of merchandise and marketing partnerships.

Information Usage, Terms and Conditions

The Alumni Association Usage Guidelines:

- At no time will the Alumni Association rent or sell an individual's personal information to third parties. However, the methods of collecting information regarding visitors to the Alumni Association network of websites, as outlined above, may also be utilized in connection with the UCF Alumni Online Directory (Online Directory), class notes services (notes), and UCF or the Alumni Association may use the information for official business.

Alumni/User Guidelines:

In addition to the university's policies and guidelines, users of the Alumni Association online resources must abide by the following specific rules and guidelines:

- Unauthorized copying, reproduction, republishing, uploading, downloading, posting, transmitting, or duplicating any of the material is prohibited. The Alumni Association authorized users may download or copy any downloadable materials displayed on the Alumni Association website or as part of the online services/resources for personal, non-commercial use, provided that you maintain all copyright, trademarks, usage guidelines and other notices contained in such material.



- Use of information or communication facilitated through the Alumni Association online/offline resources for any commercial, public, or political purpose is strictly prohibited. Prohibited activities include, but are not limited to, solicitations for commercial services, cold-calling of any kind, mass-mailings, or broadcast e-mails.
- Users shall not restrict nor inhibit any other user from enjoying any service of the Alumni Association online system. Posting of, or linking to obscene materials or use of obscene, vulgar, abusive, defamatory, profane, or threatening language of any kind, will constitute a violation of these policies governing the use of the Alumni Association system and network of UCF websites and online resources. Additionally, users shall not knowingly upload, transmit, distribute or otherwise publish any materials containing malicious scripts, viruses or any harmful components.

Neither the Alumni Association nor UCF is responsible for actively or passively screening communications between alumni, and neither the Alumni Association nor UCF will actively monitor the use of the online resources provided to the alumni community. For this reason, it is essential that users report any abuses or misuse to the Alumni Association by [e-mail](#).

The Alumni Association reserves the right to determine whether the use or misuse of information obtained through any Alumni Association resource by any person or group is a violation of these policies or is otherwise abusive and further reserves the right to bar access to the Alumni Association online resources and websites by any such person or group and to take appropriate action without notice.

Online Alumni Directory/KnightsNetwork

The Alumni Association maintains an Online Alumni Directory/KnightsNetwork for the purpose of facilitating interaction between alumni and helping alumni keep their records current on the university database. **The UCF online directory is user ID and password protected, and is only accessed by authenticated alumni and approved staff.** The Alumni Association has taken commercially reasonable precautions to secure the personal information available through the online directory. However, it is the user's responsibility to restrict or hide personal information that they do not wish to be generally available in the online directory or class notes system.

Alumni have the opportunity to opt-out of the Alumni Association online directory by editing their profile after registering or contacting the Alumni Association. (Opt-Out is managed by clicking "modify your directory listing preferences," and selecting "Hide" next to "Online Directory Consent." If you opt-out of the Alumni Association online directory (i.e. choose to hide your entire record), you will forfeit access to using the directory services to locate other alumni.

SPECIAL NOTICE: If you do not register for the Alumni Association online directory, and you have not otherwise designated your UCF records as private, some of your personal information will be published in the online directory by default.

Alumni who have registered in the Alumni Association online directory will have access to information in the directory, but may not use the information they obtain for commercial or political purposes, promotions, advocacy, or any other purpose, business or otherwise except to facilitate individual personal communication or business of the Alumni Association/UCF. The Alumni Association or UCF will not be held liable for any unauthorized use by alumni who do not adhere to these policies.

Non-Alumni staff, authorized volunteers and agents of the Alumni Association may access any and all online resources for the exclusive purpose of carrying out Alumni Association business.



UCF Web Site and Community Web Sites

The Alumni Association maintains public and private websites for the benefit of alumni and others interested in alumni activities and services. The Alumni Association is committed to protecting user's personal information and respecting the user's privacy. When you visit any the Alumni Association website, information about your browser type, operating system, IP address, and the domain from which you came may be collected by various methods including cookies, referrers, IP addresses and system information. You may visit many sections of the Alumni Association website without submitting any personally identifiable information (PII). However, some sections of the Alumni Association website may request that you provide PII in order to access certain data, e.g., alumni online directory, or to complete a form or transaction. The PII that you supply will be used only to permit access to data, or to execute the immediate transaction requested. The Alumni Association will only transmit your PII to third parties (persons/organizations outside the Alumni Association/UCF) as necessary to complete the transaction you have requested, and will not otherwise provide PII to third parties except as required by law, with your permission, or as necessary for an official Alumni Association program.

The Alumni Association has in place, commercially reasonable measures to protect the security of information which you provide, including encryption technology and physical security at the server sites where data is stored; however no system is without a minimal amount of risk. Additionally, the Alumni Association website and associated online resources include hyperlinks to other websites, which the Alumni Association does not maintain, or control. The Alumni Association is not responsible for either the contents or the privacy policies of such sites and advises you to exercise care when using unfamiliar online resources.

Online Community Websites: The Alumni Association provides a network of Online Community service in which alumni may opt to build or join community websites (e.g. affinity groups/ Alumni Association regional clubs). Many community websites may be viewed without registering or logging in to UCFalumni.com. The Alumni Association does not manage all aspects (submitted content) of these regional websites. Thus, users are advised, that publishing your personal information by any means in a public online website, or in your online community profile, may make that information available to the general public.

Disclosure to other entities

The Alumni Association will only share information with authorized business partners that are not part of the Alumni Association programs for the explicit and limited purpose of facilitating an Alumni Association or UCF-sponsored initiative. All Alumni Association partners who receive Personal Information of Members of the University Community must have an appropriate privacy policy in place.

Authorized Alumni Association business partners must agree to neither repurpose, distribute, nor sell personal information of members of the alumni community in any form. Furthermore, the Alumni Association partners must agree to destroy all copies of this personal information after the partner's contract with the Alumni Association has expired or ended.

Uses of Student Information

Federal law (FERPA) restricts the amount of information that may be released on current students. The Alumni Association abides by the universities policies for use of student information.



Bank/Credit Cards/Financial Services

The Alumni Association does not store bank or credit card numbers in any form. This information is used only to complete user approved transactions or event registration. Reasonable measures are in place to protect this information during the execution of alumni initiated transactions.

Policies on Bulk Email

The Alumni Association regards bulk e-mail as an efficient and cost-effective channel of communication with its constituents. The Alumni Association seeks to minimize the amount of email it sends to members of the alumni community and provides the ability to opt-out of email communication.

Liability and Indemnity

The Alumni Association makes no representations about the accuracy, reliability, completeness, or timeliness of information available through the network of Alumni Association websites, online resources, or other materials, either printed or delivered electronically.

The Alumni Association does not warrant that the alumni online resources will operate error-free or that the Alumni Association network of websites nor its server is free of computer viruses or other harmful materials. However, commercially reasonable precautions are in place to minimize these risks.

To the fullest extent permitted by law, the Alumni Association disclaims all warranties, including the warranties of merchantability, non-infringement, and fitness for particular purpose. In no event shall the Alumni Association or UCF be liable for any damages whatsoever, including, without limitation, incidental, consequential, or punitive damages, resulting from the use of the network of Alumni Association websites, online resources, or printed materials.

By using the Alumni Association online resources, or any and all Alumni Association printed material, you agree to indemnify, defend, and hold harmless the Alumni Association, UCF, and their respective agents from and against any and all losses, claims, damages, costs, and expenses that may arise from your use of any and all Alumni Association resources, or your breach of these policies. The Alumni Association will provide notice to you of any such action or claim, and reserves the right to participate, at our expense, in the investigation, settlement, and defense of any such action or claim.

By using any Alumni Association online resource, or selecting the "Accept Terms and Conditions" option in Alumni Association provided services, you agree to abide by all policies outlined herein. If you cannot accept these policies, please do not use the Alumni Association resources, and/or select the "Do Not Accept" option to indicate that you cannot accept the policies and do not wish to register as a user of the Alumni Association network of websites and resources.



Appendix

Managing Your Personal Info

Options for updating your records on the UCF database:

1. **(Preferred)** Please register and update your alumni profile in the alumni online directory.
2. Email your new information to knights@ucfalumni.com
3. Mail your new information to:
FAIRWINDS Alumni Center
4000 Central Florida Blvd.
Orlando, FL 32816-0046
(800) 330-ALUM :: (407) UCF-ALUM
(407) 823-0172 (FAX)

Via Phone:

Ph (800) 330-ALUM -OR- (407) UCF-ALUM

***Please note** - many UCF departments, schools, and programs maintain separate databases. Updating your record on the Alumni Association/university database does not necessarily update your record on these other professional school databases.*

How to Hide Select Information from other UCF Alumni

You may hide selected pieces of Personal Information from other UCF Alumni by following these steps:

1. Register for the Alumni Association online directory
2. Click "Update My Profile"
3. Click "Modify your directory listing preferences"
4. Check "Hide" next to any piece of Personal Information that you wish to hide from other UCF Alumni
5. Click "Update" at the bottom of the page

Note: If you choose to hide your entire record, you will forfeit access to the Alumni Association online directory.



Glossary

Personal Information

For the purpose of this policy, this includes any information that is linked to an identifiable individual name or record. Personal information collected by the Alumni Association may include, but is not limited to names(s), addresses, email addresses, phone numbers, birth date, names of family members, academic information, student and alumni activities, preferences regarding the Alumni Association programs and communications.

Use of Cookies

Cookies are small snippets of data transmitted from a website to your computer as you browse the web. These can be transferred back to the original website with future requests from your browser. The Alumni Association only uses cookies to facilitate login sessions and online services. If you disable cookies on your browser, you will potentially not be able to access some information and services otherwise available on the network of Alumni Association websites.

Data Security

The Alumni Association has commercially reasonable measures in place to protect the security of information that you provide, including encryption technology and physical security at the server sites where the information is stored; however no system can guarantee or insure the absolute security of electronically transmitted information.

External Websites

The Alumni Association website(s) include hyperlinks to other websites, which the Alumni Association does not maintain, nor does it warranty. The Alumni Association is not responsible for either the content or the privacy policies of such external sites.

Changes to the Privacy Policy

The Alumni Association will post privacy policy updates on its public website at www.ucfalumni.com

Contact the UCF Alumni Association

- The Alumni Association invites your feedback and inquiries regarding our privacy policy and practices. Please [email us](#) with questions, concerns or feedback.