



# Alumni

## The University of Central Florida Alumni Privacy Policy and Terms and Conditions POLICY OVERVIEW

UCF Alumni works with the university 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 us is intended exclusively for purposes related to official UCF/UCF Alumni business.

It is the mission of UCF Alumni 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, UCF Alumni may collect, share or publish information on members of the UCF alumni community in accordance with the UCF Privacy and Usage Policy.

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

## INFORMATION USAGE, TERMS AND CONDITIONS

### UCF Alumni Usage Guidelines:

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

### Alumni/User Guidelines:

In addition to the university's policies and guidelines, users of the UCF Alumni 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. UCF Alumni authorized users may download or copy any downloadable materials displayed on the UCF Alumni 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 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 emails.



# Alumni

Users shall not restrict nor inhibit any other user from enjoying any service of the Alumni 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 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 UCF Alumni nor UCF is responsible for actively or passively screening communications between alumni, and neither UCF Alumni 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 UCF Alumni by [email](#).

UCF Alumni reserves the right to determine whether the use or misuse of information obtained through any Alumni 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 Alumni online resources and websites by any such person or group and to take appropriate action without notice.

## UCF WEBSITE

UCF Alumni maintains public websites for the benefit of alumni and others interested in alumni activities and services. UCF Alumni is committed to protecting user's personal information and respecting the user's privacy. When you visit any Alumni-related 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 website without submitting any personally identifiable information (PII). However, some sections of the Alumni website may request that you provide PII in order to access certain data, e.g., completing 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. UCF Alumni will only transmit your PII to third parties persons/organizations outside UCF Alumni/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 program.

UCF Alumni 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 website and associated online resources include hyperlinks to other websites, which UCF Alumni does not maintain, or control. UCF Alumni 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.

## Disclosure to other entities

UCF Alumni will only share information with authorized business partners that are not part of the Alumni programs for the explicit and limited purpose of facilitating an Alumni or UCF-sponsored initiative. All Alumni partners who receive personal information of members of the university community must have an appropriate privacy policy in place.

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

## Uses of Student Information

Federal law (FERPA) restricts the amount of information that may be released on current students. UCF Alumni abides by the university's policies for use of student information.



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## **Bank/Credit Cards/Financial Services**

UCF Alumni 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**

UCF Alumni regards bulk email as an efficient and cost-effective channel of communication with its constituents. UCF Alumni 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**

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

UCF Alumni does not warrant that its online resources will operate error-free or that the UCF 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, UCF Alumni disclaims all warranties, including the warranties of merchantability, non-infringement, and fitness for particular purpose. In no event shall UCF Alumni 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 websites, online resources, or printed materials.

By using Alumni online resources, or any and all Alumni printed material, you agree to indemnify, defend, and hold harmless UCF Alumni, 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 resources, or your breach of these policies. UCF Alumni 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 UCF Alumni online resource, or selecting the "Accept Terms and Conditions" option in Alumni provided services, you agree to abide by all policies outlined herein. If you cannot accept these policies, please do not use Alumni 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 UCF Alumni related websites and resources.



# Alumni

## UCF FOUNDATION/ONLINE DONATIONS POLICIES

### Privacy

Thank you for visiting the University of Central Florida Foundation web site. Your privacy is very important to us. Our policy is to collect no personal information about you when you visit our Web site unless you affirmatively choose to make such information available to us.

When you visit our website, our web server automatically recognizes only the Internet domain and IP address from which you accessed our site. This process does not identify your email address or other personal information.

Our web server compiles statistics regarding the volume and timing of access to our website, such as the time and pages accessed. We do this so that we can improve the content and structure of our website and only aggregate information is collected.

If members of the general public choose to share personal information with us by sending us a message, or filling out an electronic form, we will use the information only for the purposes authorized. Some of the information may be saved for a designated period of time to comply with the state of Florida's archiving policies, but we will not disclose information about public visitors to this site with third parties or other government agencies, unless required to do so by Florida or federal law. And if we are required to disclose information by law, we will make every effort to notify any affected parties in advance.

### Refunds

By making a charitable gift to the UCF Foundation, a 501(c)(3) organization, the donor understands that charitable donations are not refundable.

## MANAGING YOUR PERSONAL INFO

### Options for updating your record in the UCF database:

1. Online contact update form: [ucfalumni.com/contactupdates](http://ucfalumni.com/contactupdates).
2. Email: [knights@ucfalumni.com](mailto:knights@ucfalumni.com)
3. Phone: 407.823.2586
4. Mail:

Pegasus Class Notes  
P.O. Box 160046  
Orlando, FL 32816-0046



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## 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 UCF Alumni 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, photos, preferences regarding the Alumni 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. UCF Alumni 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 UCF Alumni websites.

### Data Security

UCF Alumni 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

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

### Changes to the Privacy Policy

UCF Alumni will post privacy policy updates on its public website at [www.ucfalumni.com](http://www.ucfalumni.com)

### Contact UCF Alumni

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