



**WASHBURN UNIVERSITY**  
ALUMNI ASSOCIATION & FOUNDATION

## Privacy Policy

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### **Washburn University Alumni Association and Foundation Privacy Policy**

#### **Overview**

The Washburn University Alumni Association and Foundation (the Foundation) is dedicated to building relationships and securing and investing private financial support to strengthen Washburn University. Your confidence in us is essential. This privacy policy outlines the principles the Foundation applies in order to ensure the confidentiality and integrity of your personal information and gift record.

The Foundation is committed to protecting the privacy of Washburn University alumni, donors, friends, volunteers, employees and other stakeholders. We take your right to privacy very seriously and understand providing personal information to us is an act of trust. We recognize that, to merit your continued trust, we must be transparent and accountable in preserving the confidentiality of the personal information we collect and maintain.

All information we hold is used strictly within the Foundation community, including those at Washburn University with a need to know. We restrict access to information about you to only those at Washburn who need to know the information in order to perform their jobs and fulfill the intentions of your gift. Each of these individuals is required to sign a confidentiality statement confirming they have read and understand this Privacy Policy.

Under no circumstances will personal information or gift records held by the Foundation be rented or sold to a third party.

We honor any donor's request for anonymity. Donors may choose to opt out of physical mail, email, and/or telephone contact with the Foundation by writing us at 1700 SW College Ave. Topeka, KS 66621, emailing us at [contactus@wualumni.org](mailto:contactus@wualumni.org), or calling us at 785.670.4483.

To protect your personal information, we maintain physical and electronic safeguards and review these safeguards on a regular basis. We maintain documentation of all gifts made through our organization in each constituent record.

Approved April 19, 2008  
Updated October, 2010  
Updated April 28, 2018  
Revision Approved October 12, 2018  
Revision Approved (address change) October 24, 2025  
Revision Approved April 24, 2026

## **Definitions**

Personal information is information recorded in any form, both fact and opinion, that can be used to distinguish, identify, or contact a specific individual. Personal information does not include business contact information and certain publicly available information such as names, addresses and telephone numbers as published in directories.

## **Principles**

### **Accountability:**

We are responsible for the personal and gift record information under our control. While senior management is ultimately accountable for this information, each person who comes into contact with such information is responsible for complying with the principles set out in this policy. Each person on staff at the Foundation is required to read and sign a confidentiality statement and verify they understand this Privacy Policy.

### **Purpose:**

We identify the purposes for which we collect, use, or disclose personal information.

The purposes are limited to those which are related to our business and which a reasonable person would consider appropriate in the circumstances. We collect, use, and disclose personal and gift record information concerning our alumni and donors on a need to know basis for the following reasons:

- To establish a relationship and to communicate with alumni and donors;
- To understand who our alumni and donors are and how we may improve our services to meet their preferences and expectations;
- To process a donation, for example to process a credit card transaction;
- To issue and deliver a gift tax receipt;
- To distribute a designated gift to a specific campus entity;
- To recognize contributions;
- To respond to requests for information authorized by designated Foundation senior management; and
- To meet requirements imposed by the law.

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### **Limiting Collection, Use and Disclosure:**

We will limit the amount and type of personal information collected to that which is necessary for our identified purposes, and we will only collect personal information by fair and lawful means.

The Foundation collects the following information on alumni, donors, and friends of the University: former and current directory information such as name, phone number(s), email address, physical address, employment, as well as family relationships, gender, and date of birth. We also keep track of student activities and scholarship information if one attended the University, and previous and current awards and accolades. We track community involvement, membership status with the Alumni Association, donations to the University, and Washburn event attendance as well as correspondence with the organization.

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

### **Accuracy:**

We use our best efforts to ensure that personal information is accurate, complete, and up-to-date.

### **Safeguards:**

We will protect personal and gift record information with safeguards appropriate to the sensitivity of the information.

Our safeguards will protect personal and gift record information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification, regardless of the format in which the information is held. We will ensure that our employees and volunteers are aware of the importance of maintaining the confidentiality of personal information, and we will exercise care in the disposal or destruction of personal information to prevent unauthorized parties from gaining access to the information.

Our methods of protection will include physical measures such as locked filing cabinets and restricted access to offices, organizational measures such as limiting access to a “need-to-know” basis, and technological measures such as the use of passwords and encryption.

### **Openness Concerning Policies and Practices:**

We will make readily available specific information about our policies and practices relating to the management of personal and gift record information.

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**Individual Access:**

We will provide any personal information on file electronically or in hard copy to the individual with sufficient information to identify themselves. Requests on behalf of someone else will be verified before any information is released.

We will respond to an individual's written request within a reasonable time (generally within 30 days). We will assist any individual who informs us that they need assistance in preparing a request.

**Changes to this Privacy Policy**

We will occasionally amend this Privacy Policy. We encourage you to periodically review this policy to be informed of how we are committed to protecting your information and providing you with improved content on our website.

**Questions about our Privacy Policy and contacting the Foundation.**

If you have any questions about this Privacy Statement or would like more information about our commitment to privacy, please contact:

Office of the President  
1700 SW College Ave  
Topeka, KS 66621  
(785) 670-1830