

## Office of Advancement Privacy Policy and Alumnae Association Volunteer Agreement



Alumnae Association Volunteers (“Volunteers”), such as Board/Committee Members, Class Agents, and Reunion Promoters, of Gwynedd Mercy Academy High School (“GMAHS”) are key to building and maintaining a strong sense of community and class unity in support of Gwynedd’s mission and may have access to confidential information. This access is provided to Volunteers on a need-to-know basis and is granted for the sole purpose of carrying out assigned volunteer responsibilities for GMAHS through the Office of Advancement.

All constituent information (names, addresses, emails, phone numbers, etc.) compiled and maintained by the GMAHS Office of Advancement should be treated as confidential and utilized only as needed in the context of a volunteer's responsibilities. Such information is the property of GMAHS and may not be distributed or used for unauthorized purposes or for personal gain. To ensure confidentiality:

- GMAHS alumnae/class lists are only made available to Volunteers who have reviewed and indicated their adherence to this privacy policy with their signature.
- GMAHS is solely responsible for compiling and maintaining constituent information. Accordingly, Volunteers are asked only to encourage alumnae to keep their own contact information current with GMAHS. The easiest way for alumnae to do so is through GMAHS’s website at [gmahs.org/update](http://gmahs.org/update). Alumnae can also email Director of Alumnae Engagement Erin Reimel Clements ’12 at [ereimel@gmahs.org](mailto:ereimel@gmahs.org) or call 267-946-0021.
- If an alumna provides her contact information to a Volunteer for the purpose of updating her records at GMAHS, the Volunteer is asked to provide the information directly to the Office of Advancement at [ereimel@gmahs.org](mailto:ereimel@gmahs.org) or call 267-946-0021.
- If an alumna requests contact information for another, the Volunteer is asked to direct the request to the Office of Advancement at [ereimel@gmahs.org](mailto:ereimel@gmahs.org) or call 267-946-0021.
- When sending emails en masse to alumnae, Volunteers are asked to enter or paste alumnae email addresses in the “bcc” line to ensure email confidentiality.

If alumnae have questions about the privacy guidelines or would like information on how to request changes to their personal data or data preferences, please direct them to the Advancement Director Colleen Belz Frascatore ’89 at [cfrascatore@gmahs.org](mailto:cfrascatore@gmahs.org) or the at 267-946- 0948.