

Clovia Alumni Privacy Policy

The Alpha of Clovia Alumnae Association utilizes personal information in order to keep alumnae members connected and informed about alumnae activities. This privacy policy details what kinds of information is collected and how it is collected, as well as the Alpha of Clovia Alumnae Association's treatment of alumnae members' personal information.

How We Collect Information

Alumnae members voluntarily provide the Alumnae Association with information via the sponsorship form on the www.alphaofcloviaalumni.org website, through paper forms submitted at alumnae events, or by directly contacting an alumnae board member via facebook, e-mail, telephone, U.S. postal mail or in person. We do not use web statistic packages or cookies to collect personal information. We may periodically reach out to you in an effort to verify the accuracy of the information we have.

What Personal Information is Collected

Personally identifiable information collected includes: contact information such as name, mailing address, telephone number, e-mail address, and social media usage. Other optional information that may be collected includes: maiden/previous names, academic major/degrees, graduation year(s) from Kansas State, date of death (if deceased), Clovia initiation date, Clovia big/little sister, and any special Clovia recognitions received.

What We Do With Your Information

The information is collected to serve three purposes:

- 1) **To keep in contact with alumnae members** and notify them of alumnae activities via postal mailings, listserv e-mails, telephone calls, or social media group messages. This is our primary purpose in collecting information.
- 2) **To assist in historical record-keeping for the Alumnae Association.** Some additional information is necessary to identify and distinguish between members of different generations or between those who share similar names.
- 3) **To facilitate alumnae/full member partnership programs** such as a voluntary mentoring programs or efforts to help students find internship housing or make connections when they move to new locations.

Any information submitted to the Alumnae Association is stored in a password protected file managed by an alumnae member who updates the information when necessary, and a listserv manager who verifies and updates e-mail addresses as needed.

Do We Share The Information We Collect?

The Alpha of Clovia Alumni Association does not sell, rent, or share your personal information with any individual or business outside of the association except in the following instances:

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- 1) In response to a subpoena, court orders, or legal process.
- 2) To assist the Kansas 4-H Foundation with their fundraising campaign efforts on behalf of Clovia.
The Kansas 4-H Foundation's Privacy Policy may be found at
<https://kansas4hfoundation.org/policies/>

How Can I Change My Privacy Preferences?

You may "opt out" of Alumnae Association messages, change your communication preferences (paper copy newsletter vs. e-mail newsletter), or restrict how your information is shared within the association at any time by e-mailing cloviaalumtreasurer@gmail.com. We will take note of your preferences and update your information as necessary.

Privacy Policy Modifications

The Alpha of Clovia Alumnae Association may vote to amend this privacy policy from time to time. When changes are made, members will be notified by e-mail message or via the annual newsletter, and the updated policy will be posted on the association's website.