

Osher Lifelong Learning Institute at Carnegie Mellon University

Privacy Policy

Revision: 0 *Effective Date:* March 28, 2019

Originator: Policies & Procedures Committee

Osher at CMU is dedicated to preserving the privacy of and protecting the personal information of prospects, members, study leaders and volunteers. Osher collects the names, street and email addresses, telephone numbers, and emergency contact information for prospects, members, study leaders and volunteers. Birthdates, race/ethnicity, and professional experience are also requested for demographic purposes.

This information is collected so that Osher can communicate with members about programs, classes, schedules and offerings, and to conduct the normal business of the organization in accordance with its Mission and Vision statements. Osher at CMU uses emergency contact information only to respond to emergency situations.

Osher expressly prohibits the use of any of this information or the computer databases or files in which it exists, for any purpose other than conducting the business of the Osher organization. Appropriate security measures are employed to protect this information.

Access to and use of personal information is limited to the following:

- Osher Staff and Executive Committee members have access to the entire information data base.
- Members of the Board of Directors (BOD) have access to the names, street and email addresses, and telephone numbers of all Board members.
- Osher Committee Chairs and their members have access to the names, email addresses, and telephone numbers of all members of their committee.
- Curriculum Committee members are provided with names, street and email addresses, and telephone numbers of those study leaders for whom they are primary contacts.
- Chairs of other Board established committees and their members may choose to share among themselves their contact information; e.g. names, email addresses and phone numbers to facilitate committee functioning.
- Study leaders have access to class rosters, which contain only the names of those registered for their courses. Study leaders communicate course materials, reminders, or other course related information through the email capability of the Osher registration system (which shields the class member's emails from the Study Leader). If a course attendee responds to the study leader's email sent through the registration system, then the attendee is voluntarily granting the study leader permission to use their email addresses only for Osher-related matters.
- Osher Ambassadors have access to lists of attendees for the courses they are supporting, for purposes of taking attendance.
- Software or service providers who have been contracted by Osher at CMU, with Board approval, for generating reports, and/or servicing or updating software systems (such as the Augusoft registration system software) shall have access to those portions of the information database that the Board deems appropriate.

Approved by: Board of Directors *Date:* March 28, 2019