

HRCMF ALUMNI DATABASE PRIVACY POLICY

1. Information contained in the Harvard-Radcliffe Collegium Musicum Foundation (“HRCMF”) alumni database is derived from the Harvard Alumni Association (including, but not limited to, information contained at www.post.harvard.edu), current members of Harvard-Radcliffe Collegium Musicum (“Students”), alumni of the Harvard-Radcliffe Collegium Musicum (“HRCMF Members”), and archival records of the Harvard-Radcliffe Collegium Musicum (“HRCM”) and/or HRCMF. As this database contains information from the Harvard Alumni Association, its privacy policy (which can be reviewed at <https://www.aad.harvard.edu/help/html/jprivacy.html>) is incorporated by reference herein.
2. HRCMF will not share the database or any information contained therein with any third party unaffiliated with HRCM or HRCMF.
3. Use of the database will be limited to current trustees of HRCMF, era agents of HRCMF, and current management of HRCM. A list of such persons will be maintained by the Alumni Relations Chair of the HRCMF and updated at least once a year. Students and HRCMF Members who do not fit one of these categories will not be given access to the database or information contained therein.
4. A vital part of HRCMF's mission is to support (financially and otherwise) HRCM and its Students. HRCMF's mission also includes support for study and performance of choral music throughout the United States. Accordingly, HRCMF also wishes to assist HRCMF Members in publicizing other musical events and endeavors. HRCMF will not transmit information to HRCMF Members that is unrelated to these topics (e.g., no moving sales, apartment or roommate referrals, notices of impending marriage/birth, etc.). HRCMF reserves the right to determine whether or not a proposed transmittal is appropriate and of interest to Students and/or HRCMF Members.
5. All electronic messages or other correspondence to Students and/or HRCMF Members must be cleared through the Alumni Relations Chair of the HRCMF, except as noted below. The Alumni Relations Chair will be appointed by the trustees of the HRCMF, and is currently Cathy Josman (cathyjosman@comcast.net).
6. If a Student or HRCMF Member wishes to send an electronic message to HRCMF Members on one of the approved topics set forth in Paragraph 4 above, he or she may exercise one of the following options:
 - a. Directly post the information to the “hrcm-alums” list, or one of its subsets, at www.yahoo.com. Prior approval is not required to post on this website, though the list is monitored by HRCMF and inappropriate posters will be asked to refrain from posting and/or be prevented from accessing the list.
 - b. Send an electronic message to the Alumni Relations Chair at cathyjosman@comcast.net, or the HRCMF Member’s Era Agent, who will evaluate the

information and post appropriate messages promptly to all HRCMF Members, or a particular subset (if requested).

7. Any changes to this policy will be noted on the HRCMF website.

Last updated 7-11-05 em