



## **YOUR PRIVACY and SAIT Alumni and Development**

### **The Official Word**

SAIT's External Relations Division collects information on behalf of SAIT, under the authority of Alberta's Freedom of Information and Protection of Privacy Act and the Technical Institutes Act, for the purposes of administering alumni relations, marketing, and development programs for SAIT.

Any information submitted by an individual to the Division may be used to update his or her record. Information gathered for these purposes will be protected, disclosed, and used in compliance with Alberta's Freedom of Information and Protection of Privacy Act. Individuals who submit information to the External Relations Division acknowledge the above and consent to the collection of personal information.

### **More on Privacy of Alumni Information**

#### ***Who has access to my information?***

Only individuals working or volunteering for SAIT, who have signed a non-disclosure agreement, and who have a specific need to see your personal information for alumni, marketing and development purposes have access to your personal information.

#### ***Does SAIT Alumni and Development sell its data?***

No, it does not. SAIT Alumni and Development enters into partnerships to provide benefits and services to its members and releases contact information to only these partners. SAIT is at all times responsible for safeguarding your information.

#### ***I prefer not to be phoned, I only want to receive certain kinds of mail – what do I do?***

Contact us at 403-284-7040 or [alumni.friends@sait.ca](mailto:alumni.friends@sait.ca). It is our responsibility to ensure that your information is accurate and treated according to your wishes.

**For more information or to make changes to your record, please contact SAIT Alumni and Development at 403-284-7040 or [alumni.friends@sait.ca](mailto:alumni.friends@sait.ca).**