



# Alumni Network

## Managing member data

### What member data to collect?

At the very least you need to collect first name, last name and email address of chapter members so you can contact them. Other information such as current occupation and employer, degree from USQ and postal address is useful for planning and preparing for events.

### Where does the data come from?

You will need to develop your own database of members. Mostly, this data will come from individual alumni themselves who choose to get in contact with you either. Details such as contact information and occupation are likely to change, so it is important to encourage members to let you know of any changes and in turn for the chapter to advise our office of these changes

### Using and managing member data

We recommend you use the Chapter Membership Application Form template on the USQ alumni website to collect personal information from members, and an Excel spreadsheet (or similar) to record these details.

Don't forget to update these on a regular basis.

All member details must be dealt with in strict confidence and only used for the purpose of chapter activities.

We recommend for you to keep the use of the following statement on your membership application form:

*Information Sharing and Disclosure*

*The chapter collects personal information for the following purposes:*

- *to provide you with information about upcoming chapter events via email or by post*
- *to inform you of offers of professional development workshops/seminars*
- *to advise you of opportunities and activities to keep you connected with USQ and your fellow USQ alumni.*

*We do not disclose your personal information to third parties. However, to improve our service and communication, we transfer and disclose your information to the USQ Alumni & Advancement Office for the purpose of updating your records on the database.*