



Data Request Policy

PURPOSE:

The purpose of this procedure is to ensure that reports are completed accurately and timely while providing the Director of Development Services with the necessary information for completion of the request. This procedure does not apply to requests for public use data.

INSTRUCTIONS:

Please complete the data request form online at <http://www.njcu.edu/ua/alumnir.asp>.

PROCEDURE:

- Requests will be completed based on when the data will be used, the reason the data is being requested, and the amount of time required for process.
- Please allow at least 2 weeks for simple requests.
- Please allow at least 1 month for more complex requests with the time required to be determined by the Director of Development Services based on the amount of time the request will take and current work load.
- Please note that requests may be completed earlier than estimated.
- The Vice President for University Advancement and the Executive Director of Alumni Relations must review all requests prior to delivery of the final product.
- Minor modifications to the reports will be made as time permits.
- Major alterations to a request will be considered a new request and will be placed in the queue as described above. Major alterations include addition of columns, changes in selection criteria, or any change that requires a new file to be pulled. Minor changes can become major changes depending on the scope of the request.
- A sample of mailing or electronic communication should accompany all requests.
- Please note that donor giving information is not shared, due to violation of the Privacy Law.