
Alumni Relations Policy

Title:	Alumni Relations Policy
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Approval and Review:	Approved by the RHU Administrative Board on October 22, 2024
Issuing Authority:	Development - Communication and Alumni Relations Office

1. RATIONALE

When it comes to RHU alumni, we are committed to fostering their loyalty, supporting their success, and encouraging them to become lifelong ambassadors of the university. To achieve this, RHU practices leadership in alumni relations, communication, support, and development, ensuring the RHU family thrives.

To uphold this commitment, we respect the privacy rights of our constituents. The RHU Development, Communication, and Alumni Relations Office handles alumni information confidentially and will not share it without clear understanding of its intended purpose.

2. POLICY

Purpose

- Maintain and regularly update confidential records of RHU alumni, including personal, contact, occupational, and academic information.
- Foster engaging and relevant communication with RHU alumni to encourage their active involvement in university life.
- Support RHU Alumni Association activities and events, serving as a key liaison between the Association and the University.
- Provide comprehensive career services to RHU alumni, assisting them throughout their career development by sharing information on job opportunities, seminars, and conferences tailored to their fields of specialization.
- Develop an alumni magazine that highlights RHU alumni success stories, reunions, events, and other alumni-related activities.
- Establish and manage the RHU Online Alumni Community hosted on the university's website.
- Oversee the Rafik Hariri University Alumni pages on Facebook and LinkedIn, while exploring and implementing new social media platforms to enhance alumni communication.

Alumni Records

Value 1: Alumni Records Are Confidential

Alumni information is strictly confidential and may only be disclosed or shared with individuals, groups, or entities for legitimate university-related purposes, following established procedures designed to protect privacy and ensure appropriate use of the data.

Value 2: Use of Alumni Records Should Be Organized

The RHU Communication and Alumni Relations Office is committed to providing the best possible support to RHU offices and departments with legitimate requests for alumni information, while safeguarding the confidentiality of the data entrusted to RHU by its alumni. To ensure this balance, the following procedures have been established.

Procedure for Requesting Alumni Information

A) Who can request alumni information

- University-affiliated staff and faculty who have authority or responsibility within the college, department, or office related to the information requested.
- RHU Quality Assurance Office, to develop surveys and questionnaires.

B) Purpose for Requesting Alumni Information

- Requests must serve a legitimate and lawful purpose.
- Alumni data is never released for commercial or political use.
- Alumni seeking information about other alumni will be directed to the RHU Alumni Online Community, where they can access contact details only for those alumni who have chosen to make their information publicly available.
- Other universities may receive limited demographic data on alumni who hold degrees from both RHU and their institution, provided it is for a legitimate purpose or event they are organizing or supporting. The information shared will be limited to alumni affiliated with the requesting institution and relevant to the specified purpose.

C) Procedure to Request Alumni Information

1. Requestors must complete the alumni information request form, detailing the intended purpose and how the data will be used. The request requires authorization from the relevant Vice President's Office before submission to the RHU Development – Communication and Alumni Relations Office.
2. Requestors must also complete and sign the Proper Use of Alumni Information form, committing to responsible use of the data.
3. The completed forms should be submitted to the RHU Development – Communication and Alumni Relations Office at least ten business days prior to the needed date. A copy of the request will be sent to the Alumni Association before any data is released.
4. If questions arise regarding the appropriateness of releasing alumni information, the RHU Development – Communication and Alumni Relations Office will make the final decision.
5. The RHU Alumni Association will review and approve all legitimate and lawful requests forwarded by the Development Office, including those from media or government representatives.
6. If approved, every effort will be made to provide accurate and appropriate data tailored to the specified use.
7. Requests are primarily approved for university-related activities only.

In case the release of this information is approved, the following should be adhered to:

- Responsibility for the information rests with the Vice President's office to which the requester reports.
- Alumni data may only be used for the purpose described in the request.
- Information is provided for one-time use only.
- Absolute confidentiality of the data is mandatory and the requester's responsibility.
- Sharing or transferring the information to any other party is strictly prohibited.
- Transfer of the information to another party is strictly prohibited.

Alumni Communication

Principle 1: The RHU Communication and Alumni Relations Office serves as the official liaison between the university and all alumni.

Principle 2: Alumni communication should be well-organized. It is the responsibility of the RHU Communication and Alumni Relations Office to ensure alumni receive written or electronic messages containing relevant and engaging information.

Principle 3: Communication with alumni is facilitated through alumni communication management software, which:

- a) Authorizes RHU Communication and Alumni Relations staff to contact RHU alumni.
- b) Supports interaction within the broader RHU Alumni community and its subgroups.
- c) Enables convenient and timely communication with alumni.

Principle 4: Alumni who request no contact from the university or wish to unsubscribe from mailings must have their preferences fully respected.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of every RHU faculty and staff member to familiarize themselves with the RHU University Alumni Relations Policy and the RHU Alumni Association Bylaws relevant to their role, and to carry out their duties in reviewing petitions and completing forms accordingly. This policy will also affect our external audiences.

4. RELATED DOCUMENTS

- > RHU Alumni Association Bylaws
- > University Communication Policy

5. APPROVAL AND REVIEW

Approved by the RHU Administrative Board on October 22, 2024