**Alumni Guidelines for Student Clubs & Societies**

**Alumni Database**

The Development & Alumni Department holds the ‘golden copy’ of alumni details. Where we can, we record the clubs and societies alumni were involved in during their time at University. However, this data is limited and is not a fully comprehensive list.

Due to data protection regulations, we are currently unable to share personal alumni information with Student Clubs or Societies. However, we are happy to communicate with alumni on your behalf. This would normally relate to activities such as:

* inviting alumni back to an event
* sending a newsletter

**Initial Request**

If you wish to get in touch with your alumni please email: [alumni@ed.ac.uk](mailto:alumni@ed.ac.uk) with the following information.

* Name of Club/Society
* Contact Name
* Contact Email
* Purpose of Contacting Alumni (include as much detail as possible)

We can then provide you with numbers relating to any alumni coded under your club or society who we can contact.

We can then arrange for:

* your activity to be represented on the alumni website
* one direct email to be sent to your alumni on your behalf
* include in our monthly eNewsletter sent to all alumni on the 28th of each month (excluding December)

In addition, for special anniversaries such as 50th, 100th, and 150th, we will also send a hard mailing to those without email addresses. The Alumni Office will cover the cost of this.

**Timescales**

We need a minimum 4 weeks’ notice to contact alumni on your behalf.

**Finding Alumni**

If you are able to provide additional names and details, we can perform a search to try to match people and code accordingly. Dependant on numbers, we cannot guarantee how quickly a matching process like this is completed in. In order to facilitate this, we will need to consider whether a data sharing agreement needs to be in place prior to you providing any data.

**Fundraising**

If you wish to fundraise from alumni, or want to include fundraising messages in your communications, we will forward this request to our fundraising team who will be in touch directly.

**Afterwards**

Do let us know how your activity turned out. We can include stories on our website and monthly eNewsletter.

**Further Contact**

For any further information, please contact:

Email: [alumni@ed.ac.uk](mailto:alumni@ed.ac.uk)

Tel: 0131 650 2240