



**Policy Title: Use of Online Directories**

**Policy Number: BU-PP 026**

**Date Issued: January 15, 2007**

**Responsible Executive: Vice President of Information Technology**

**Date Last Revised: March 10, 2022**

**Responsible Office: Information Technology Services**

## **Use of Online Directories BU-PP 026**

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### **Policy Statement**

Information from Baylor University's (the "University") online directories (Faculty Directory, Alumni Directory, and Faculty, Staff, and Student Directory) shall only be used for University business.

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### **Reason for the Policy**

This policy sets forth the rights and responsibilities of Baylor University, its faculty, staff, and students in their roles as members of the University community using information derived from official Baylor online directories.

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### **Individuals/Entities Affected by this Policy**

Faculty, staff, students, and alumni/donors (including alumni by choice)

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### **Exclusions**

NONE

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Staff Disciplinary Actions Policy](#)

[Faculty Dismissal Policy](#)

[Employee Personal Information](#)

[Information Use Policy](#)

[FERPA Policy](#)

1. Use of Online Directories (BU-PP 026)

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## Contacts

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Subject	Contact	Telephone	Office email/web site
Alumni	Office of Alumni Engagement	254-710-8300	Baylor.edu/alumni/connect/
Donors	Office of University Advancement	254-710-2561	Baylor.edu/advancement/
Students	Office of the Registrar	254-710-1181	Baylor.edu/registrar/
Employees	Office of Human Resources	254-710-2000	Baylor.edu/hr/

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## Principles

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Use of information derived from the University's online directories is restricted to University business. Departmental personnel should not release this information to external sources.

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## Responding to Requests for Information from Online Directories

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- Requests from outside of the University for employee information must be referred to the Human Resource Office where the request will be considered and responded to in accordance with the [Employee Personal Information Policy](#).
- Requests from outside of the University for student information must be referred to the Office of the Registrar.
- Requests from outside the University for directory information on alumni, donors, or other constituents of the University should be referred to the Office of Alumni Engagement or the Office of University Advancement.

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## Uses of Information Derived from Online Directories

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The online directories include the following information about Baylor employees, students, and alumni:

- For current faculty and staff (including retirees and affiliated auxiliary personnel): name, department name, department phone number, office address, office location and phone number, home address and phone number, email address, degree information, teaching class schedule, and picture. Faculty and Staff may control some elements of directory information (including marking home address and phone number private) within [baylor.edu/directory](#) settings.
- For current students: Name, email address, year in school (level and classification), major, campus residence or local address and phone number and permanent home addresses, and picture. Pursuant to the Family Education Rights and Privacy Act of 1974

("FERPA"), an educational institution must keep all personally identifiable information relating to a student confidential, except for "directory information" as it may be defined in the institution's policies. All of the information included in the online student directory listed above is "directory information" as defined in the University's [FERPA Policy](#). A student may ask the University not to disclose directory information by making a written request to the Office of the Registrar. Further, a student may control some elements of directory information within [baylor.edu/directory](http://baylor.edu/directory) settings.

- For former students\alumni: Name, city, state, class year, and degrees received. Additional information may be added to the Alumni Directory at the discretion of the former student by creating an account for the Alumni Directory. Pursuant to the Family Education Rights and Privacy Act of 1974 ("FERPA"), an educational institution must keep confidential all personally identifiable information derived from education records relating to a student, except for "directory information" as it may be defined in the institution's policies. All of the information included in the online alumni directory listed above is "directory information" as defined in the University's [FERPA Policy](#). A former student may ask the University not to disclose directory information by making a written request to the Office of the Registrar.

Information derived from the University's online directories may be used for the creation of campus mailing lists and labels using University computing facilities for faculty/staff, students, or departments. Information derived from the University's online directories may not be used for commercial, political, or non-University marketing, communications or fundraising purposes, or any purpose in violation of law or University policy.