

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 that 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 as a result of an email to the USQ Alumni database or through the activities of your chapter. Remember that 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.

Using and managing member data

We recommend that you develop a membership application form to assist in collecting data 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 the use of the following statement (or similar) on your membership application form.

Information Sharing and Disclosure

The Chapter collects personal information for the following purposes:

- *To provide you with information about our upcoming events via email or by post.*
- *To inform you of offers of professional development workshops/seminars*
- *To advise you of Chapter developments and other alumni activities*

We do not disclose your personal information to third parties. However, to improve our service and communications, we will transfer and disclose your information to the Alumni Office of the University of Southern Queensland for the purpose of updating your records on the Alumni database.

Find out more about the University's privacy policy at www.usq.edu.au/legaloffice/privacy

We can help

Let us know if you would like examples of membership application forms or database templates used by other chapters.

Contact us

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W: www.usq.edu.au/alumni