Student Organizations and Data Requests

Many student organizations may wish to obtain student contact information in order to inform specific populations about services or events. Due to privacy laws, there are limitations on how data can be released to student organizations.

Student contact information provided to a faculty/staff advisor <u>cannot</u> be shared with club members (students), including club officers. Because the criteria for selecting the students in the population usually includes characteristics that are not directory information (e.g., country of citizenship) it is important that this information not be released to other students.

If your organization is a Department Student Organization (DSO):

- Your faculty/staff advisor will need to request the data needed (names, OSU email addresses) to reach students. The faculty/staff advisor should connect with <u>Maureen Cochran</u> in *Student Affairs Research and Evaluation* to let her know:
  - To whom you want your message sent (e.g., Corvallis campus students from Brazil)
  - And the purpose of the message you want sent.
- Your faculty/staff advisor will need to send out your message to the students' OSU email accounts.
- Requests may take up to two weeks.

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If your organization is recognized as a Sponsored Student Organization (SSO) – OR – if your organization is a Voluntary Student Organization (VSO) and you would like to have a message sent out on your behalf:

- Work with <u>Brittany Nefcy</u> in *Experiential Learning and Activities* to submit a communication request. The request form is available online at https://beav.es/ZVg.
- Brittany or another representative will send communications on your organization's behalf if you are a VSO or you can provide contact information to your faculty/staff advisor if you are a SSO.
- Requests may take up to three weeks and are limited to one request per term and two requests per academic year.

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Not sure which type of organization yours is? Check out http://sli.oregonstate.edu/orgs/findanorg to find your organization and see how it's recognized at OSU.