

## **Collection of Personal Contact Data for Emergency Notification System**

### **Purpose**

Union County College has contracted with an outside vendor to provide the College community with emergency notification services in times of emergency. These emergency notices can be broadcast by voice, email and text. This system will only be used in the case of an emergency in which the safety and well-being of the College community is threatened or the normal operations of the campus are disrupted. Therefore, it is important that as many members of the College community as possible participate in this system. The College also respects the right to privacy of all its students and employees. Therefore, as part of the emergency notification system, the College will defer to anyone's decision not to have personal contact information, beyond their College email address, included in the system.

### **Policy**

#### **I. Procedure**

- a. The College will, as a matter of course, collect and maintain contact information (including, but not limited to, email address and cell phone number) for all current students and employees. Student information will be collected each year as part of registration. Employee information will be collected through Colleague. Information on both students and employees will be stored in Colleague and uploaded by the College into the emergency notification system. The College will upload whatever contact information it has on students and employees, but it is the responsibility of each person to manage their own contact information and preferences through the vendor's website. Regular updates from Colleague will be scheduled in order to add new students and employees, as well as to delete those who have left the College.
- b. Individuals can manage their contact preferences through the service provider's Web site and can choose to add or remove contact information for personal phone or email accounts. However, the email address for each individual that is provided by the College will always remain in the system. If no changes are made, then the individual will default into the emergency notification system with whatever contact information has been provided by the College. The College will maintain a link on its website with information on the emergency notification system and individuals will be able to manage their contact information in the system at any time through this site.

#### **II. Responsible Executive**

The Secretary of the Boards & Director of College Relations will be responsible for the overall administration of the emergency notification system. The Department of Information Technology will assist in the management of the databases that support the system.