

Frequently Asked Questions By Alumni

1. **Q:** I received a phone call from a company asking for my personal information. They said they were working on a directory for Notre Dame-Cathedral Latin. Is this a legitimate project, or is it a scam?

A: The company we are working with to produce our new alumni directory is PCI: the data company (also known as Publishing Concepts.) PCI is a company that creates and publishes alumni directories for educational institutions. They are located in Dallas, TX, and their customer service number is 1-800-982-1590.

2. **Q:** I want to verify my information is correct. How can I do this?

A: There are a few ways to accomplish this. If you have received an email or postcard with a telephone number, you may call to speak with a representative who will walk you through the verification process. If you have received an email with a personalized URL, you may go to the online site to check your information. If you have questions, you may call PCI's customer service desk at 1-800-982-1590.

3. **Q:** How much does the directory cost?

A: A print or CD-ROM version of the directory is available for \$89.95 plus \$9.95 shipping and handling. You can also order the print directory together with the CD-ROM for \$129.95 plus \$15.95. (This package comes with a complimentary companion airline voucher. It is essentially a "buy-one-get-one-free" airline ticket.) You can also order a package containing the print directory, the CD-ROM, the companion airline ticket, and the "Pride of Alumni" collection. The Pride of Alumni collection contains special merchandise imprinted with the Notre Dame-Cathedral Latin logo. This package is available for \$179.95 plus \$19.95 shipping and handling.

4. **Q:** I ordered a directory/package over the phone and would like to cancel my order. How do I do this?

A: Call the PCI customer service help desk at 1-800-982-1590, and they will take care of this for you.

5. **Q:** When will I receive my directory?

A: The total duration of the directory project is about 12 months. Since we began the project in March of 2010, the directories will be distributed in March of 2011. (If you ordered a Pride of Alumni Collection, these will be distributed at the same time as the books.)

6. **Q:** I ordered a package containing the Companion Airline Voucher, but I haven't received the email with my voucher number.

A: Vouchers are distributed within 4-6 weeks of receipt of payment. If this time has elapsed and you have not received your voucher, please call the PCI customer service desk at 1-800-982-1590 to request your voucher to be sent.

7. **Q:** Someone at PCI called me a few months ago about the alumni directory. I didn't place an order at the time, but I would like to now. Can I still do that?

A: If the directory has not yet been printed, you can still reserve a copy at the regular price. If the directory has already been printed, you can purchase a directory for \$106.90 (while supplies last.)

8. **Q:** Can I choose for some or all of my information to not be printed in the directory?

A: Absolutely. You may tell the caller what information you would prefer to have excluded when you call to update/verify your information. You may also communicate this information to the PCI customer service desk or to the Alumni Association.

9. **Q:** Can anyone purchase a directory?

A: The Notre Dame-Cathedral Latin Alumni Directory is available for sale only to alumni of Notre Dame Academy, Cathedral Latin School, and Notre Dame-Cathedral Latin School.

10. **Q:** How do I know my information will only be used for directory purposes?

A: Notre Dame-Cathedral Latin has a contractual agreement with PCI that states:

- a. The names, addresses and information provided to PCI by Client for the publication of the Directory will be held confidential by PCI, except to the extent that they are utilized in, or in the preparation of, the Directory and except as required by court order or law.
- b. The Directory will be made available only to alumni of Client listed in the Directory. Upon completion of the project, PCI will return to Client any and all electronic files that have been supplied by Client or produced by PCI in connection with the production of the Directory.