



Approved:	<u>07/2007</u>
Revision Approved:	<u>3/26/2009</u>

CONFIDENTIALITY POLICY

The Eau Claire Community Foundation recognizes that the efficient operation of the Foundation requires the maintenance and management of extensive donor, prospect records and records related to the general operation of the Foundation. These records may contain sensitive information that has been shared with or developed by the Foundation staff or volunteers on a confidential basis. ("Records" is construed to mean all documents, information and files, including electronic data, contacting information on operations, donors or prospective donors to the Foundation.) Donors and prospects may be attracted to the Foundation on the basis of its ability to assure temporary or permanent anonymity. Protecting donor confidentiality is an essential part of providing good service to donors.

Additionally, care must be taken to preserve confidentiality of discussions that take place and information that is shared in the course of conducting Foundation business.

Definition of Records: Records means all documents, information and files, including electronic data, containing information on operations, donors, or prospective donors to the Foundation.

Discussion of information: Confidential information about donors, their families, and friends will not be discussed for any reason except on a need-to-know basis.

Responsibility for Records: The Executive Director is responsible for maintaining the confidentiality of the Foundation's records, which are also normally available to staff as needed to fulfill their duties.

Availability of Records: At the discretion of the Executive Director, staff may make all or part of any record available to the Foundation's volunteers to assist them in executing their specific responsibilities. The Foundation's auditors, legal counsel, and other contractors are authorized to review any records as required for the purposes for which they are engaged.

All persons accessing records in the conduct of Foundation business shall maintain the confidentiality of said records. This applies to agency endowment funds as well as to other types of funds.

Staff may share information with donors, fund beneficiaries, and grantees pertaining to their own gifts, funds, or grants. Except in those instances, any copies of the Foundation's records shall not be held outside the Foundation office for extended periods, and are to be destroyed when they are no longer needed.

Publication of Donor Names: Unless otherwise requested by the donor, the names of all individual donors may be printed in the Foundation's annual report and in other appropriate listings. The Foundation will not publish the amount of any donor's gift without the written permission of the donor.

Unless otherwise specified in the document, donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission.

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Publication of Memorial/Tribute Gifts: The names of donors of memorial or tribute gifts may be released to the honoree, next of kin, or appropriate member of the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without the express consent of the donor.

Anonymous Gifts: Donors and prospects may be attracted to the Foundation on the basis of its ability to assure temporary or permanent anonymity. Protecting donor confidentiality is an essential part of providing good service to donors.

The Executive Director is authorized to accept anonymous gifts to the Foundation, and to handle them appropriately. If requested by the donor, the name of the donor and size of the gift shall be withheld from the Board of Trustees. When made known to Trustees, they will respect the anonymity of any such gift.

Giving Categories: If giving categories have been stipulated for a specific fund drive, challenge grant, or project, or as part of the Foundation's ongoing recognition program, then the donors, unless they otherwise specify, are deemed to have given permission for the Foundation to publish their names as associated with the particular giving category. Similarly, the Foundation may publish giving categories associated with donor names in its annual report, unless a donor specifies otherwise.

No Disclosures to Third Parties: The Foundation shall not release to third parties or allow third parties to copy, inspect, or otherwise use Foundation records or other information pertaining to the identification of a donor or donor's gifts. No disclosures to third parties of such information, including addresses and demographic information shall be made without the donor's consent.

Confidentiality of Foundation Business: Discussions that take place in the context of the Foundation's operations, including discussions pertaining to grant making, personnel issues, development activities, operational fundraising, and investment management, require discretion. The positions or statements of individual board members, advisors, or staff should not be discussed outside of official Foundation meetings and processes. Likewise, the content of Foundation business, including documents or Foundation analysis of documents, should not be discussed or shared outside official meetings and processes.

Public Disclosure: The Foundation will comply with both the letter and spirit of all public disclosure requirements, including the open availability of its Form 990 tax returns. This Confidentiality Policy shall not be construed in any manner to prevent the Foundation from disclosing information to taxing authorities or other governmental agencies or courts having regulatory control or jurisdiction over the Foundation. However, all staff, volunteers, and contractors must hold strictly confidential all information of a private nature, including, but not limited to, all items explicitly discussed in this policy.

Consequences of Policy Violation: Violations of the Confidentiality Policy are considered very serious, and may result in disciplinary action, up to and including dismissal for employees or contractors, or removal from the Board of Trustees or any Committee for volunteers.



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Confidentiality Agreement

For Board of Trustees, Community Advisors, Contractors, and Employees

By signing below, I acknowledge that:

- 1) I have received a copy of the Confidentiality Policy;
- 2) I have read and understand the Policy; and
- 3) I agree to abide by this Policy to the best of my ability in my role as a volunteer, contractor, or employee.

I acknowledge and agree that all confidential information and grant files, contribution files, donor records, donor lists, charitable gift information, resource development data, manuals, letters, contracts, agreements, notes, notebooks, records, reports, memoranda and all other Foundation materials, documents and data used, prepared or collected as part of my work with the Foundation, in whatever form, are and will remain the property of the Foundation.

Accordingly, I agree that at the end of my relationship with the Foundation, I will destroy or return to the Foundation all Foundation documents and other materials of any kind which constitute or contain any confidential information in my possession or control, regardless of how stored or maintained, including all originals, copies and compilations and all information stored or maintained on computer, tapes, discs, e-mail or any other form of storage.

Signature: _____

Date: _____

Printed Name: _____