



## **Confidentiality Policy**

Adopted June 21, 2005. Revised and Approved Aug. 19, 2008.

*Much information is shared with the Foundation because of its reputation for trust and its ability to make unbiased decisions. To safeguard the Foundation's integrity as a responsible decision-maker and to protect its capacity to gather data necessary to make those decisions, the Foundation subscribes to the following policy:*

### **Discussions with Donors and Prospective Donors**

Financial matters and other sensitive information disclosed in discussions between donors or prospective donors and Foundation staff and board members will be considered confidential unless the donor or prospective donor advises otherwise. Likewise, conversations with professional advisors representing donors and potential donors will be considered confidential.

### **Confidentiality of Grants**

Donor's creating funds should expect their advice to the Foundation regarding grants from their funds to be confidential and known only by Foundation staff on a need-to-know basis. Members of the Board of Trustees periodically review a listing of all grant recipients. However, this list does not attribute the listed grants to the specific funds from which each is made. Grants not considered confidential are those made from the various "community funds" and other funds that have multiple donors.

### **Confidentiality of Gift Amounts and Requests for Anonymity**

Staff members (on a need-to-know basis), the Chair of the Board of Trustees, the Secretary/Treasurer of the Board of Trustees and the Foundation auditor are aware or may be aware of the details of all gifts, including the name of the donor, the gift amount and the form of the gift. If a donor requests anonymity, no persons other than those listed above, will be informed of the donor's name or the details of his or her gift. Even where anonymity is not requested, fund balances and gift amounts are known only by the persons listed above. The Foundation's Board of Trustees and the members of its various advisory boards and committees are not privy to the details of any gift except in cases where the donor has agreed to share those details with a broader audience (such as in marketing materials and other Foundation publications.) However, in all cases, the person or persons listed as "donor advisor(s)" for a fund will have access to fund information, including the names of all donors who do not request anonymity and the amounts donated to the fund.

### **Donor Information**

Mailing lists or other information relating to donors and prospective donors are never shared with or sold to any person or organization outside the Foundation.

### **Board and Committee Discussions**

The positions taken and comments shared by individuals attending a board or committee meeting shall be strictly confidential. However, minutes of board and committee meetings may be made available to other boards and committees within the Foundation and will be subject to review by the Foundation's auditor.

### **Statements to the Media**

To protect the confidentiality of donors and to preserve the confidentiality of board and committee discussions, all communications to public media on behalf of the Foundation shall be made by or approved by the Foundation's President or Executive Committee.

### **Requests for Information from the IRS and Other Governmental Agencies**

Notwithstanding any of the policies outlined above, the Foundation always complies with legal requests for information from governmental agencies.