

Confidentiality Policy and Agreement

All information concerning donors, former donors, staff, volunteers, financial data, business records, program recipients, program beneficiaries and passwords of the _____ Foundation is confidential. "Confidential" means that you are encouraged to talk about the _____ Foundation and about your position/role and the programs you are involved in, but you are not permitted to disclose names or talk about them in ways that will make their identity known. No information may be released without appropriate authorization. This is a basic component of donor stewardship, business ethics and non-profit practices. The board of directors, staff, volunteers, program recipients and our donors rely on paid and volunteer staff to conform to this rule of confidentiality.

The _____ Foundation expects you to respect the privacy of individuals and to maintain their personal and financial information as confidential. Personal and financial information may be discussed only within the context of appropriate confidential meetings. All records dealing with specific individuals must also be treated as confidential. Staff and volunteers, including board members, are expected to return materials containing privileged or confidential information at the time of separation from employment or expiration of service.

General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to donors.

Failure to maintain confidentiality may result in termination of your position, or other corrective action. This policy is intended to protect you as well as the _____ Foundation.

Certification

I have read the _____ Foundation's policy on confidentiality presented above. I agree to abide by the requirements of the policy and inform the Executive Director or President of the Board of Directors immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my service with the _____ Foundation.

Signature: _____ Date: _____

Name: _____