

CONFIDENTIALITY POLICY

For Board of Directors, Committee Members, Volunteers, and Employees

POLICY

Any information about the Central Florida Foundation (the Foundation) and its applicants, grantees, donors, prospective donors, and any personal information about employees or other confidential information obtained as a result of working with the Foundation should be considered confidential and should be discussed only as appropriately required in connection with the Foundation's work. All information concerning an applicant, grantee, donor, prospective donor, items discussed at board meetings, or other confidential information must be maintained in confidence, and particular care must be taken to avoid discussion of Foundation affairs with third parties, unless authorization to do so is obtained from the President, or as required by law.

Information in the possession of the Foundation and discussions of Foundation business should generally be presumed to be confidential. Questions about whether information is confidential or about situations in which confidential information may be released or discussed should be directed to an employee's supervisor. All others should direct questions to the Foundation's president/CEO or board chair.

All files, documents and working papers of the Foundation are the property of the Foundation. Any employee who purposely, or through a failure to exercise reasonable care, causes confidential information to be disclosed will be subject to disciplinary action, up to and including termination. The obligation to keep information confidential continues even after an employee ceases to be employed by the Foundation.

Personal Addresses - It is the policy of the Foundation not to give out staff, donor, or committee member's personal addresses or phone numbers to outside persons (with the exception of the human resource department's dealings with benefit providers). Anyone asking for personal information on staff or committee members should be instructed to forward all calls, mailings or invitations to the Foundation office.

AGREEMENT

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, to the best of my ability, 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. Additionally, I will comply with the Foundation's Information Security Policy and Record Retention Policy.

Signature: _____ **Date:** ____/____/____

Printed Name: _____