

# *Arkansas Community Foundation*

## *CONFIDENTIALITY POLICY*

Policy established by corporate action of the Arkansas Community Foundation Board of Directors, May 15, 2002.

# **CONFIDENTIALITY** **POLICY**

## ***GENERAL***

The Arkansas Community Foundation recognizes that the efficient operation of the Foundation requires the maintenance and management of extensive donor and prospect records. These records often contain sensitive information that has been shared with or developed by the Foundation staff, Affiliates or volunteers on a confidential basis.

ARCF and its Affiliates have an ethical obligation to respect the privacy of its donors, and to protect and maintain the confidentiality of all information about its donors, their family members and friends in the course of providing services to them.

Donor records are protected confidential records. Donor records and donor-related business should not be discussed with or disclosed to anyone except: co-workers who are specifically authorized to have access to such information, any person authorized by the donor to obtain information about the donor, or any person with whom ARCF has authorized the sharing of the information.

It is unethical and a violation of ARCF policy to discuss donor matters with friends, spouses, relatives, or anyone else, except those persons listed above, unless ordered to do so by a court or otherwise required to do so by law.

Violations of ARCF's Confidentiality Policy are considered very serious, and may result in disciplinary action, up to and including dismissal for employees or removal from the Board for Board members.

## ***COMPLIANCE STATEMENTS***

Each director, officer, Affiliate board member, committee member, independent contractor, volunteer, or employee shall sign a statement which affirms that such person:

- a. Has received a copy of the confidentiality policy,
- b. Has read and understands the policy, and
- c. Has agreed to comply with the policy.

**Confidentiality Agreement**  
**For**  
**Board of Directors, Affiliate Board Members, Independent Contractor,**  
**and Employees**

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**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 Board member or Affiliate Board member, independent contractor, or employee.**

I acknowledge and agree that all confidential information and/or 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 technology.

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_ *Affiliate Name:* \_\_\_\_\_