



Alpha Delta State Ohio Educational Foundation (ADSOEF)

CONFIDENTIALITY POLICY

GOVERNING POLICY

Effective Date: 9/15/2018

Review Date(s): 10/16/2023; 3/20/2023

Revision Date(s): 3/20/2023, 9/17/2020, 2/18/2019

Number of Pages: 3

I. INTRODUCTION

ADSOEF Board of Directors (hereinafter referred to as the Board) shall find the balance between transparency and confidentiality. Although it is in ADSOEF's best interest to share information with donors, stakeholders, and the general public in order to demonstrate the positive impact of ADSOEF, part of the Board's duty of care and loyalty to ADSOEF is to maintain the confidentiality of core organizational information.

The following policies apply to the Board as well as to members of committees and volunteers authorized by the Board. References in the policies to ADSOEF Directors are intended also to apply to members of committees and volunteers.

II. DOCUMENTS

Directors understand and agree that during their term of service they may obtain information and documents which are confidential and/or privileged and proprietary in nature and which must be kept confidential both during and after their term of service. As such, all Directors are required to return any such documents as requested at the end of their time of service.

III. ORGANIZATION BUSINESS

Board and committee members shall not disclose to anyone outside of ADSOEF the statements, positions, or votes by any Board or committee member on actions taken by the Board or its committees.

The general *sense of the Board* on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the Board's concerns. However, such information shall only be shared with the concerned party. In addition, such information may be shared with a donor or with another grant maker when the information has been requested and is deemed important in helping the donor or grant maker arrive at an informed decision on a grant proposal or opportunity.

Board actions concerning personnel, taken in closed session because of a reported breach in confidentiality, disclosure of conflict of interest, or other matter that could result in that person's removal from the Board or committee, shall not be disclosed to anyone outside the ADSOEF Board.

IV. PERSONAL INFORMATION

The home addresses, telephone numbers, fax numbers, and email addresses of the Board, committee members, donors, prospective donors, grantors, applicants or volunteers, shall not be given to any individual or organization without the express permission of the person whose contact information is to be disclosed, except as required by law. Only email addresses of the Board and committee members shall be included in ADSOEF public documents where contact information is required.

All information obtained about donors and prospective donors, grantors, applicants or volunteers shall remain confidential and not discussed with any individual other than a Board or committee member unless authorized in writing by that individual.

Confidential information includes:

- Applicants – personal financial status and support from other sources;
- Names – if anonymity is requested;
- Amount of contribution – large or small;
- Terms of donor's gift – restricted, unrestricted, endowed;
- Heirs and assigns – purpose and amount of donor's gift is not disclosed to heirs and assigns
- Other personal information – *i.e.*, health of individual, unless that person says it is public information.

When a donor requests that his or her gift be treated as an anonymous gift, the donor's wishes shall be honored by the Board, committee members, and volunteers.

V. CONSEQUENCES OF BREACHES IN CONFIDENTIALITY

Any Director, committee member, or volunteer who divulges confidential or privileged information during or after her term of service shall be subject to disciplinary action. ADSOEF has a proprietary interest in any such information and would be irreparably damaged as a result of any disclosure or dissemination thereof.

VI. PERIODIC REVIEWS

To ensure that ADSOEF members keep appropriate information confidential, the Board of Directors shall conduct annual reviews of the Confidentiality Policy and signing of the Agreement page. Further, committee members and volunteers working on behalf of ADSOEF shall review this policy and return the signed Confidentiality Agreement to the Board Secretary.

Alpha Delta State Ohio Educational Foundation

CONFIDENTIALITY AGREEMENT

Summary of Confidential Information

1. Documents that are labeled or stated to be confidential.
2. Organization business – statements, positions, votes, closed session matters.
3. Personal information –
 - applicant's personal financial status and support from other resources;
 - home addresses, telephone numbers, fax numbers, email addresses;
 - names – if anonymity is requested;
 - amount of contribution – large or small;
 - terms of donor's gift – restricted, unrestricted, endowed;
 - heirs and assigns – do not disclose purpose/amount of donor's gift to heirs;
 - other personal information – *i.e.*, health of individual.

Personal information of all ADSOEF members, donors, prospective donors, grantors, applicants, and volunteers is to be kept confidential unless express permission to disclose is given by the individual.

In signing this statement, I confirm that I have received a copy of the Confidentiality Policy and agree to abide by the guidelines set forth therein.

Please print name: Board Member, Committee Member, Volunteer Date

Signature: Board Member, Committee Member, Volunteer Date