



Confidential Information Policy

Purpose

To define the guidelines for sharing Foundation confidential and proprietary information both internally and externally.

Definitions

Underlined words indicate a separate policy for that subject.

Method

1. While working for the Foundation, an employee may learn information about internal processes, certain financial information, constituents, partners, programs, incentives, award winners, etc., Board of Directors (BOD), or fellow employees that are considered confidential.
 - 1.1. Confidential information encompasses any data that is not regularly disclosed outside the Foundation or beyond specific individuals or groups within the organization. Examples of such information include internal budgets and projections, certain donor details, tax IDs of constituents, Board Members, and employee personal contact information, salary and benefits data, and any information obtained from external parties under non-disclosure agreements.
2. Any knowledge obtained while working for the Foundation should be discussed only with fellow employees who have a need to know such information and outside contractors (accountants, attorneys, etc.) who have a need to know such information in order to perform their contracted duties.
3. All requests for verification of past or current employment must be directed to Human Resources. All verification of employment requests will be limited to dates of employment and job title.
 - 3.1. With a written consent from an Employee, additional information may be released as designated.



4. If a business need to share confidential information with a partner or other organization exists, then permission from the Executive Director and/or a non-disclosure agreement must be signed with the receiving party prior to the release of that information.

Name of Employee (Print): _____

Signature (of Employee): _____

Date: _____