



Confidentiality Policy and Agreement for Employees, Volunteers, and Board Members

Last amended by the Board of Directors on April 18, 2016

Respecting the privacy of our clients, donors, members, staff, volunteers, grant applicants, and of the Kitsap Community Foundation itself (the “Private Parties”) is a basic value of Kitsap Community Foundation. Personal and financial information of the Private Parties is confidential and may not be disclosed or discussed with anyone outside of the organization without permission or authorization from the Executive Director or Board Chair. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Employees, volunteers, and board members of Kitsap Community Foundation may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Kitsap Community Foundation that such information must be kept confidential both during and after employment or volunteer service. 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.

Without limiting the foregoing general statements, below are examples of confidential information:

- Information about donors and prospective donors
 - » Identity, gift amounts, nature of gift
 - » Credit card information (which shall not be kept on file)
 - » Contact information
 - » Any exceptions to non-disclosure such as annual report
- Information about grantees and prospective grantees including both organizations and individuals
- All information received from scholarship applicants or any other minor
- Information about the foundation
 - » Finances
 - » Fundraising
 - » Investments including performance of investment managers
 - » Personnel
 - » Internal discussions
 - » Grants and contracts
- Board discussions, including positions taken by individual board members



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Exceptions

- Disclosure to attorneys, accountants and other professionals providing assistance to the foundation
- Disclosure to tax authorities, government agencies, courts
- Disclosure required by law

Online Collection of Information from Children

The Foundation does not collect information from or about children aged 13 or younger either online or in any other manner. If the Foundation wishes to begin a program or activity that would involve collecting information from or about children aged 13 or younger, the Foundation must first put in place policies and protocols that comply with the Children’s Online Privacy Protection Act (“COPPA”).

Violations

Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal, and reporting to law enforcement agencies, if appropriate.

Annual Acknowledgement

All Foundation staff and Board members, and all contractors or volunteers who may be exposed to information protected by this Policy, must sign this Policy on an annual basis.

Acknowledgement of Confidentiality of Client Information

I have read and understood this Confidentiality Policy and agree to abide by it at all times. Without limiting the foregoing statement, I agree to treat as confidential all information about Private Parties that I learn during the performance of my duties and I understand that it would be a violation of policy to disclose such information to anyone without checking first with the Foundation’s Executive Director or Board Chair.

Signature: _____

Printed name: _____

Date: _____



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