



**Confidentiality and Privacy Policy**  
**Cedar Falls Community Foundation**  
Approved November 2014/**revision approved 27 Aug 2015**

**Overview**

The nature of the Cedar Falls Community Foundation’s role in the community results in the acquisition of extensive information that is considered privileged. Much information is shared with the Foundation because of its reputation for trust and its ability to make fair decisions. To safeguard the Foundation’s integrity as a responsible decision-maker, to protect its capacity to gather data necessary to make those decisions, and to enable the Foundation to responsibly carry out its important duties in the community, the Foundation subscribes to the policy on confidentiality and privacy presented below.

**Confidentiality and Privacy Policy**

The Cedar Falls Community Foundation Board of Directors, Staff, volunteers and contractors/consultants shall not engage in private discussion of or otherwise disclose to third parties information regarding Foundation matters (except when engaged in the conduct of the proper business of the Foundation or as required by law). All information that is not a matter of public record or not otherwise authorized by the appropriate authority (i.e., the Board, a committee of the Board, the Board chair, or the President and CEO to be disclosed as public) shall be considered confidential. Furthermore, and not in limitation of this policy, the following shall apply:

- The positions or statements of individual Board members, Staff, volunteers and contractors/consultants shall not be discussed outside of official Foundation meetings and processes. Likewise, the decisions of the Board or Staff shall not be disclosed without appropriate authorization.
- Content of Foundation business, including documents, reports, records, data, minutes or analysis of these materials performed by the Foundation shall not be discussed or shared outside of official meetings and processes. This includes information regarding donors, donations, pending grants, contracts and agreements entered into by the Foundation, policies and processes of the Foundation, financial information and business records of the Foundation, and other relevant data. Information regarding the Foundation’s investment performance will be routinely published.
- The Foundation shall not sell, exchange, share or otherwise release information about its donors. Donors and any other recipients of Foundation mail or electronic mail messages may opt out of any lists maintained by the Foundation and used for such communications.
- All of the materials provided to a Board member, Staff, volunteers or contractors/consultants about an organization as part of the grant-making process and all discussion that takes place as part of the grant-making process, whether an internal individual conversation or a discussion at a committee meeting, is confidential.
- An individual with questions about what is or is not appropriate to discuss outside of the Foundation or wishes to seek permission to make a public disclosure of information that is otherwise confidential should speak with the President & CEO.

**I have read the Confidentiality and Privacy Policy, and agree to abide to it.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

I am a: \_\_\_\_\_ Board Member \_\_\_\_\_ Staff Member \_\_\_\_\_ Volunteer \_\_\_\_\_ Contractor/consultant