

Eastern Washington University Foundation
Updated 3/2014

Confidentiality Policy

All personal information concerning alumni, friends, corporations, foundations, donors, former donors, staff, volunteers, financial data, and business records of the Eastern Washington University Foundation is confidential.

“Confidential” means that staff is free to talk about the Eastern Washington University Foundation, relevant programs and our collective role in generating financial support, but staff and volunteers are not permitted to disclose donors’ names or talk about them in ways that will make their identity known. No information may be released without authorization from the Executive Director. This is a basic component of donor stewardship and business ethics. The board of directors, staff and our donors rely on paid and volunteer staff to conform to this rule of confidentiality.

Eastern Washington University Foundation expects you to respect the privacy of prospects and donors; and to maintain their personal and financial information as confidential. All records dealing with specific prospects and donors must be treated as confidential. General information, policy statements or statistical material that is not identified with any individual or family is not classified as confidential. Staff members are responsible for maintaining the confidentiality of information relating to other staff members and volunteers, in addition to donors.

Failure to maintain confidentiality may result in corrective action. This policy is intended to protect staff as well as the Eastern Washington University Foundation because in extreme cases, violations of this policy also may result in personal liability.

Rationale

Confidentiality is the preservation of privileged information. By necessity personal and private information is often disclosed in a professional working relationship. Part of what we learn is necessary to provide services to the prospect or donor, other information is shared within the development of a helping, trusting relationship. Therefore, most information gained about individual donors through an assignment is confidential in terms of the law, and disclosure could create legal liability. Disclosure could also damage the relationship with the prospect or donor.

Staff members and volunteers should be aware that there are penalties for breaching confidentiality. Although the Foundation is liable for acts within the scope of staff and volunteer duties, providing information to an unauthorized person could result in the agency's refusal to support to staff members and volunteers in the event of legal action as well as other penalties and/or actions.

Certification

I have read the Eastern Washington University Foundation policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my supervisor immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy may lead to disciplinary action.

Signature _____ Name _____ Date _____