



COMMUNITY FOUNDATION SERVING GREELEY AND WELD COUNTY

POLICY ON CONFIDENTIALITY OF DONOR RECORDS AND DONOR ANONYMITY

The Community Foundation Serving Greeley and Weld County recognizes that the efficient operation of the Foundation requires the maintenance and management of extensive donor and prospect records. These records often contain sensitive information that has been shared with or developed by the Foundation staff on a confidential basis.

Additionally, donors and prospects are frequently attracted to the Foundation on the basis of its ability to assure temporary or permanent anonymity. The purpose of this policy is to codify the position of the Foundation on anonymity and donor/prospect records. "Records" is construed to mean all files, including electronic data, containing information on donors or prospective donors to the Foundation.

- I. Confidentiality of Records:** The President shall be responsible for maintaining the confidentiality of donor and prospect records. He or she may, in his or her discretion, make all or part of any record available to staff members or Foundation volunteers to assist them in executing their responsibility.

The Foundation's auditors and legal counsel are authorized to review donor and prospect records as required for the purposes for which they are engaged.

Individual fund balances will be kept confidential. A fund balance summary report will be available and submitted monthly to the board of directors that includes a total amount by fund type only.

Upon a majority vote of the Board of Directors or the Executive Committee, the donor/prospect records shall be made available for the Board or Executive Committee to review. In conducting any such review, the Board and the Executive Committee shall hold any such information confidential in respect of the Foundation's significant interest in protecting the sensitive nature of those records.

- II. Publication of Donor Names:** Unless otherwise requested by the donor, the names of all individual donors may be listed in the Foundation's annual report and/or in other appropriate vehicles. The Foundation will not publish the amount of any donor's gift or

the value of a donor's advised fund without the permission of the donor. Donors making gifts to the Foundation by bequest or other testamentary device are deemed to have granted such permission.

Donors should be aware that it is the Foundation's policy to, from time to time, publish the current market value of its funds, from which a reader may be able to determine the approximate size of a donor's gift.

- III. Honor/Memorial Gifts:** The names of donors of memorial or honor gifts may be released to the honoree, next of kin, or appropriate member of the immediate family, unless otherwise specified by the donor. Gift amounts are not to be released without the express consent of the donor.
- IV. Anonymous Gifts:** Subject to the Community Foundation policies, the President is authorized to accept anonymous gifts to the Foundation. In the event the President is uncertain about the desirability of accepting an anonymous gift, he or she shall consult with the Executive Committee.

The President shall disclose to the Executive Committee, upon a request by a majority of the Executive Committee, the names of any anonymous donors.

- V. Board and Staff Responsibilities** – At least annually, and usually in conjunction with the annual review and compliance with the Conflicts of Interest policy, board members, staff, and volunteers who may have access to confidential donor information, shall review and complete a Confidentiality Agreement. The agreement will reaffirm the Foundation's position that each board member, staff member, or volunteer shall keep any such information confidential in respect of the Foundation's significant interest in protecting the sensitive nature of those records.