

Catholic Community Foundation of South Carolina

Confidentiality Policy

The Catholic Community Foundation of South Carolina Confidentiality Policy applies to members of the board of directors (the board), committees authorized by the board, staff, and volunteers of the Catholic Community Foundation of South Carolina (“the Foundation”). Board and committee members, staff, and volunteers of the Foundation will not disclose confidential information belonging to, or obtained through their affiliation with, the Foundation to any person, including their relatives, friends, and business and professional associates, unless the Foundation has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law. Board and committee members, staff, and volunteers of the Foundation are cautioned to demonstrate professionalism, good judgment, and care at all times in handling any information related to the Foundation to avoid unauthorized or improper disclosures of confidential information.

1. The following information is considered to be **confidential**:

(a) The statements, positions, or votes by any board or committee member on actions taken by the board or any of its committees.

Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after obtaining the board chair’s approval.

(b) The general “sense of the board” on a particular matter may be conveyed to an applicant, grantee, vendor, donor or prospective donor when the sharing of such information is helpful in conveying the board’s concerns. However, such information should only be shared with the party concerned. In addition, such information may be shared with a donor or prospective donor when the information has been requested and is deemed important in helping the donor or prospective donor arrive at an informed decision on a grant proposal or donation.

(c) The minutes of the board meeting shall indicate when the board goes into executive session but shall not normally reflect any of the topics that are discussed in executive session. However, when the board takes an action in an executive session that needs to be recorded, the board chair will provide any such text that is to be included in the official minutes of the meeting.

The docket prepared for the board and staff is confidential and should be treated as an internal document restricted to Foundation use. No portion of the docket may be shared

with any individual or organization outside of the Foundation. Exceptions may be made only with the consent of the board chair.

(d) The home addresses, personal telephone numbers or fax numbers, and personal e-mail addresses of board, committee, and staff members and volunteers are not to be given out to any person without the express permission of the person to be disclosed.

(e) All information concerning a donor's fund, other than information published in the annual report, newsletter, or other Foundation publication, shall remain confidential unless approved by the donor. This includes information on the size and types of grants, the size of the fund, and other similar information.

(f) All information obtained about donors and prospective donors (including any donor list) will remain confidential and will not be discussed with any person other than a board or staff member, unless otherwise authorized by the donor or prospective donor.

Moreover, the home addresses, personal telephone numbers or fax numbers, or personal e-mail addresses of donors and prospective donors are not to be given out to any person without the express permission of the person to be disclosed.

A Donor's request that his or her gift or fund be treated as an anonymous gift or fund will be honored by both board and staff members.

(g) Confidential Information shall also include all information the Foundation receives from any person or entity, including, but not limited to, the Bishop of Charleston, a Corporation Sole, dba Roman Catholic Diocese of Charleston ("Diocese"), including parishes and schools thereof, which the Foundation performs services on behalf of.

(h) Confidential Information includes other information that is marked or otherwise identified as confidential or proprietary, or information that would otherwise appear to a reasonable person to be confidential or proprietary in the context and circumstances in which the information is known or used.

2. Board and committee members, staff and volunteers of the Foundation may not disclose, divulge, or make accessible any of the confidential information described above to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Foundation has authorized disclosure. Board and committee members, staff and volunteers of the Foundation shall use confidential information solely for the purpose of performing services as a board or committee member, employee or volunteer for the Foundation.

3. When any board or committee member, employee, or volunteer of the Foundation completes his or her service with the Foundation, he/she shall return, at the Foundation's request, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his/her possession. It is expected that Board and committee members, staff, and volunteers of the Foundation will not use confidential information except as authorized by this policy, even after they complete their service with the Foundation.

Certification

I have read the Catholic Community Foundation of South Carolina Confidentiality Policy. I agree to abide by the requirements of the Policy and to inform the Board Chair immediately if I believe any violation (unintentional or otherwise) of the Policy has occurred.

Signature _____ Date _____

Print Name _____