



Barry
Community
Foundation

For Good. For Barry County. Forever.

Barry Community Foundation Confidentiality Policy

Certain types of information about the Foundation's employees, donors, prospective donors, grantees or grant applications are highly confidential. The disclosure of such confidential information to individuals not associated with the Foundation would significantly harm the organization's interests.

The Foundation Board, committees and staff are forbidden to disclose any confidential information or data learned in the course of service to the foundation to anyone not formally associated with the Foundation, except with the Foundation's written permission. Employees who violate the Foundation's confidentiality rules will be subject to discipline, up to and including termination. Board or Committee members who violate the confidentiality rules will also be subject to discipline, as determined by the Board of Directors.

It is the employee's and Board and Committee member's responsibility to insure that there is no conflict of interest between their work at the Foundation and outside activities and interests. If an employee or Board or Committee member leaves the Foundation for any reason, he/she is not permitted to disclose any information, which the Foundation considers to be confidential.

Supporting Documents:
Gift Acceptance Policy
Donor Bill of Rights
Conflict of Interest Policy
Grant Committee Policy

Approved:

9/23/05