



# COMMUNITY FOUNDATION

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## *of South Lake*

### Confidentiality Statement

The nature of the Foundation's role as a funder, leader, convenor and decision-maker 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 and to protect its capacity to gather data necessary to make those decisions, the Foundation subscribes to specific policies on confidentiality.

#### **Policy:**

Community Foundation Board members, Committee members, and staff should not engage in private discussion of Foundation matters (except when engaged in the business of the Foundation).

- The positions or statements of individual Board, Committee members or staff should not be discussed outside of official Foundation meetings and processes.
- Content of Foundation business, including documents or Foundation analysis of documents, should not be discussed or shared outside official meetings and processes.
- All agreements with donors and all information concerning donors and prospective donors will be held in strict confidence.

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Signature

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Date