Lapeer County Community Foundation

Confidentiality Policy

Policy

The role of the Lapeer County Community Foundation (the "Foundation") 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 fiduciary and to enable the Foundation to responsibly carry out its important duties in the community, the Foundation subscribes to a confidentiality policy.

The members of the Foundation's Board of Trustees, staff, consultants, and volunteers shall not engage in discussion with or otherwise disclose information to third parties concerning donors, prospective donors, grant applicants and grantees, or other confidential information of the Foundation except when engaged in the conduct of business of the Foundation. Statements made by Foundation Trustees or staff members during Foundation proceedings are confidential. Decisions of the Foundation's board or board committees, unless already made public by the Foundation, shall not be disclosed without appropriate authorization.

- **Grantmaking process**. All material provided to Foundation trustees, staff members, volunteers, and consultants about an organization as part of the grantmaking process, and all discussion that takes place as part of the grantmaking process, is confidential.

- **Financial and investment information**. Confidential financial and investment information may not be used for personal gain. The Foundation is a significant private investor and receives substantial confidential information in the performance of its investment, gift acceptance, and stewardship obligations. No Foundation trustee, staff member, volunteer, or consultant may use such confidential information for personal purposes or transmit such information to others except in the course of his or her duties on behalf of the Foundation.

- **Donors**. Under no circumstances shall confidential information pertaining to donors, as described in this policy statement, be revealed to third parties, except as is required by law, or as approved by a member of the Foundation's senior management team in writing.

- **Employees or Staff.** Information pertaining to performance of employees or staff of the Foundation--paid or volunteer--including evaluation data, compensation and grievances, is confidential.

Applicability

- **Employees and Consultants.** All Foundation employees and consultants are required to sign this confidentiality policy as a condition of employment, a copy of which will be kept on file at the Foundation. Any employee or consultant, who purposely or through failure to exercise reasonable care, causes confidential information to be disclosed, will be subject to disciplinary action, up to and including termination, even if he or she does not actually benefit from the disclosed information. The obligation to keep information confidential continues even after an employee or consultant ceases to be employed by the Foundation.

- **Volunteers.** All Foundation volunteers, including trustees, are required to abide by and sign this confidentiality policy. The obligation to keep information confidential continues even after a volunteer ceases to be an active volunteer of the Foundation.

Questions/Concerns

If you have any questions about what is or is not appropriate to discuss outside of the Foundation, or wish to seek permission to make a public disclosure of information that is otherwise confidential, please seek guidance from the Foundation's Board Chair.

I acknowledge that I have received and agree to abide by this Confidentiality Policy.

_____	_____	_____
Printed Name	**Signature**	**Date**

I am a: _____ **Board Member** _____ **Staff Member** ___ **Volunteer**

_____ **Consultant/Contractor**

Lapeer County Community Foundation

Privacy Policy

The Lapeer County Community Foundation (the "Foundation") has created this privacy statement in order to demonstrate its firm commitment to the privacy of Foundation donors and website users. The following paragraphs describe the Foundation's information gathering and dissemination practices. The privacy statement may change at any time; any changes will be posted on this page. Should you have additional questions, comments or concerns please contact:

Lapeer County Community Foundation
director@lapeercountycf.org
(810) 664-0691

The following topics describe how the Foundation uses information voluntarily submitted by its donors and other visitors to this site, www.lapeercountycf.org.

E-Mail Privacy

Your e-mail address will only be used within the Lapeer County Community Foundation. The Foundation does not share, sell or rent e-mail addresses to anyone outside the organization. If you do not wish to receive e-mail correspondence, please e-mail your request to director@lapeercountycf.org or call the Foundation office at **(810) 664-0691.**

Use of IP Addresses and Cookies

A unique number called an IP address identifies every computer on the Internet. Each time you connect to the Internet your machine is assigned an IP address. An IP address is a number that identifies each sender or receiver of information that is sent in packets across the Internet. The Foundation uses your IP address to help diagnose problems with our server, and to administer the Foundation website.

"Cookies" are small pieces of information that are stored by your browser on your computer's hard drive. Most Web browsers automatically accept cookies, but if you prefer, you can edit your browser options to block them in the future. The Foundation uses cookies to maintain user session identity, and, in some non-member areas, to store your username and password locally for ease of access.

The Foundation may also collect certain demographic information about visitors to www.lapeercountycf.org through the use of cookies. The Foundation only uses this data to improve the overall www.lapeercountycf.org website and for internal business purposes.

Site/Membership Registration Forms

The Foundation website may contain registration forms which require users to give us contact information (such as name and e-mail address), method of payment, and demographic information. The Foundation may use customer contact information from the registration forms to send the user information about the Foundation. The customer's contact information is also used to contact the visitor when necessary. Information regarding method of payment is collected for member enrollment, registration and to process orders for products and services.

External Links

The Foundation's website may contain links to other external websites that do not fall under the lapeercountycf.org domain. Lapeer County Community Foundation is not responsible for the privacy practices or the content of such external websites. If you choose to follow such links to external websites, you do so at your own risk.

Minors

The Foundation does not collect personal information from minors through our website.

Security

This site has security measures in place to protect the loss, misuse and alteration of the information under the Foundation's control.

PAUL BOWMAN
Printed Name: Board Chair

4-12-17
Adopted by the Board of Trustees: Date