

Document Name:	Confidentiality Policy
Purpose:	La Crosse Community Foundation maintains and manages much information that must be kept confidential. This includes information about donors, prospective donors, grantees, prospective grantees, and wealth advisors and their firms. The effective functioning of the La Crosse Community Foundation also requires respecting the confidentiality of discussions that take place and information that is shared in the course of conducting business.
LCF Board Approval Date:	11/17/2010
Revision Date:	
National Standards Requirement:	Yes

## POLICY

The following policies apply to members of the Board of Directors of the La Crosse Community Foundation, its staff, volunteers and to members of Committees authorized by the Board of Directors. References in the policies to Board members are intended also to apply to Committee members.

1. Board and Committee Meetings: On any vote of the Board both the numbers of affirmative and negative votes and the individual votes of Board members, unless specifically requested by a member otherwise, shall be confidential.
2. Board, committee and staff members shall not disclose to anyone outside of the Foundation the statements, positions or votes by any Board or committee members on actions taken by the Board or 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 advising the Board's Chair before making such a disclosure.
3. The general "sense of the Board" on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the Board's concerns. As an example, from time to time it may be appropriate to share with a grant applicant the general reasons why the Board determined not to award a grant. However, such information should only be shared with the concerned party. In addition, such information may be shared with a donor who has established a fund in the Foundation or with another grantmaker when the information has been requested and is deemed important in helping the donor or grantmaker arrive at an informed decision on a grant proposal or opportunity.

4. **Executive Sessions:** The minutes of the Board meeting shall indicate when the Board goes into Executive Session but shall not normally reflect any of the topics or discussion which occurs in Executive Session. However, when the Board takes an action in Executive Session which needs to be recorded, the Board Chair will provide any such text which is to be included in the official minutes of the meeting.
5. **Board and Program Committee Docket:** 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, in written or oral form, with any individual or with any organization outside of the Foundation. This includes information on any grant requests received by the Foundation. Exceptions may be made only with the consent of the Foundation's Chairman and Executive Director.
6. **Personal Information on Staff and Board Members:** The home addresses, telephone numbers, fax numbers and email addresses of Board, Committee and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.
7. **Information on a Donor's Fund:** All information concerning a donor's fund, other than information published in the annual report, newsletter or 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 such information.
8. **Information on Donors and Prospects:** All information obtained about donors and prospective donors will remain confidential and not discussed with any individual other than a Board or staff member unless otherwise authorized by the donor or prospective donor.
9. The home addresses, telephone numbers, fax numbers of email addresses of donors and prospective donors are not to be given out to any individual or organization without the express permission of the person to be disclosed.
10. When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor's wishes to be honored by both Board and staff members.
11. All staff members shall adhere to the principal that all donor and prospect information created by, or on behalf of, the La Crosse Community Foundation is the property of the Foundation and shall not be transferred or utilized except on behalf of the Foundation.