

# THE GIFFORD FOUNDATION

## Confidentiality Policy

The nature of the Foundation's role as a funder, leader, convener 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, to protect its capacity to gather data necessary to make those decisions and to enable the Foundation to responsibly carry out its important duties in the community, the Foundation subscribes to the policy on confidentiality set forth below.

### ***Policy:***

The Gifford Foundation Board members, Committee members, Officers, and staff shall not engage in private discussion of or otherwise disclose to third-parties information regarding Foundation matters (except when engaged in the conduct of the proper business of the Foundation). All information that is not a matter of public record, or not otherwise authorized by the appropriate authority (i.e. the Board, a Committee of the Board, the Board Chair, the CEO or Director of Community Grantmaking) to be disclosed as public, shall be considered confidential. In furtherance, and not in limitation of this policy, the following shall apply:

- The positions or statements of individual Board, Committee members, Officers or Foundation staff shall not be discussed outside of official Foundation meetings and processes. Likewise, the decisions of the Board, Committees, Officers or the staff of the Foundation shall not be disclosed without appropriate authorization.
- Content of Foundation business, including documents, reports, records, data, minutes or analysis of such materials performed by the Foundation, should not be discussed or shared outside of official meetings and processes. This includes information regarding donors, donations, pending grants, investments, contracts and agreements entered into by the Foundation, policies and processes of the Foundation, financial information and business records of the Foundation and the like.
- All of the material provided to you about an organization as part of the grant making process, and all discussion that takes place as part of the grant making process, whether an individual conversation with one of the program officers, or the discussion at a committee meeting, is confidential.
- 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 talk to the Board Chair, CEO or Director of Community Grantmaking.

I have read, understand and agree to comply with The Gifford Foundation's Confidentiality Policy as outlined above.

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Signature

Date