

CONFIDENTIALITY POLICY
BLUE ECOLOGY INSTITUTE FOUNDATION (BEIF)
Effective date: November 19, 2021

Any information about BEIF and its applicants, grantees, donors, prospective donors, and any personal information about employees, volunteers or other confidential information obtained by board, staff, and consultants as a result of working with the foundation should be considered confidential and should be discussed only as appropriately required in connection with BEIF's work. All information concerning an applicant, grantee, donor, prospective donor, or other confidential information must be maintained in confidence, and particular care must be taken to avoid discussion of BEIF affairs with third parties, unless authorization to do so is obtained from the Board of Directors, or as required by law.

All files, documents, and working papers of the foundation are the property of BEIF. Any board member, staff member, volunteer, or consultant who purposely, or through a failure to exercise reasonable care, causes confidential information to be disclosed will be subject to disciplinary action, up to and including termination. The obligation to keep information confidential continues after an employee, board member, volunteer or consultant ceases to be employed by or affiliated with BEIF.

Personal Information on Staff, Volunteers, and Board Members

It is the policy of the foundation not to give out staff, volunteers or committee member's personal addresses or phone numbers to outside persons (with the exception of the human resource department's dealings with benefit providers). Anyone asking for personal information on staff, directors or committee members should be instructed to forward all calls, mailings, or invitations to BEIF office.

Information on Donors

All information concerning a donor's fund, other than information published in the annual report, newsletter, or BEIF 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.

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. The home addresses, telephone numbers, fax numbers, or e-mail 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.

When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor's wishes are to be honored by both board, staff members and volunteers. All staff members and volunteers shall adhere to the principle that all donor and prospect information created by, or on behalf of, BEIF is the property of BEIF and shall not be transferred or utilized except on behalf of BEIF.

Statement of Understanding and Agreement

I am aware that, during the course of my employment, confidential information will be made available to me. Further, I understand that this information is proprietary and critical to the success of BEIF and may not be distributed or used outside of BEIF premises or with non-BEIF individuals. In the event of my termination of employment, whether voluntary or involuntary, I hereby agree that I will not utilize or exploit this information for my own personal gain, or share it with any other individual, nonprofit agency, or company.

Signature _____ Name _____ Date _____