



Confidentiality Policy

It is the policy of the Community Foundation of Grundy County that we be conscientious of the sensitive information that we may collect as we interact with our fellow board members, staff, donors, not-for-profit social service agency grant recipients, and the clients they serve.

Therefore we adopt this policy and pledge to assure that the sensitive information and data we collect in our work is kept confidential when appropriate to the best of our ability:

– Board:

- Board minutes will reflect specific actions of the trustees but will keep opinions and discussion reports to a minimum;
- Conversations of a sensitive nature at board meetings, committee meetings, and board events are not to be shared outside the event;

– Donors:

- General donors to the Community Foundation of Grundy County expect to be identified in marketing materials and the Annual Report;
- General donors have the opportunity to remain anonymous and may use the section on the solicitation envelope to mark their intent. CFGC will honor these anonymity requests;
- Donors who establish Donor Advised Funds are informed that the name of their fund and the fund's balance will be published as part of the Foundation's routine marketing and Annual Report;
- Donors of substantial gifts are informed that their information will be included in the Foundation's annual IRS 990 as required by law and that this 990 is a public document;

– Grants and Not-for-Profit Agencies:

- While the grant application for the Foundation requires submission of agency data that is traditionally public knowledge, it is not the role of the Foundation to share this data outside the Foundation;
- While the Foundation uses grant recipient information for marketing, the Foundation will not publish agency or client information or photos without permission from the agency and client(s);

- Committees:
 - Staff and trustees of the Foundation serve in a variety of capacities on various boards and organizations in our community. Trustees and staff will use their best judgment regarding the sharing of the information they learn through other agencies and organizations;
- Events and occasions other than those listed above are also included in this policy as they arise. Trustees and staff will use their best judgment to determine whether this policy applies;
- The board of trustees of the Community Foundation of Grundy County has the ability and power to take appropriate action if they believe that this policy is/has been violated.

Adopted April 20, 2006
Updated January 16, 2014
to reflect name change