



## Statement of Board Policy with Respect to CONFIDENTIALITY

The St. Louis Community Foundation recognizes that in order to fulfill the Foundation's mission it must maintain and manage records on donors, prospective donors, wealth advisors, wealth advisory firms, grantees, and prospective grantees. These records may contain sensitive information that has been shared with, or developed by, Foundation's directors, officers, employees, agents, fiduciaries (i.e., professional advisors) and volunteers on a confidential basis. Often, donors and prospective donors wish to keep their identity confidential as well.

The success of the Foundation hinges on its ability to respect the privacy and confidentiality of the persons and organizations represented in these records and the information learned or created in the course of doing business with them. Accordingly, care must be taken to preserve the confidentiality of discussions that take place and information that is shared in the course of conducting Foundation business.

This Statement of Board Policy with Respect to Confidentiality has been put in place to assist the Foundation and its directors, officers, employees, agents, fiduciaries, and volunteers in fulfilling this obligation and commitment to confidentiality. The Foundation has not attempted to develop an exhaustive list of all things that should remain confidential, as each situation depends on its specific facts; however, confidentiality is the general rule. Any questions about what is confidential and about specific instances of release or discussion of confidential information should be directed, in the case of an employee or volunteer, to his or her direct supervisor, and in all other cases, to the President of the Foundation. Below are guidelines for the handling of specific information:

**Confidentiality of Records:** All Foundation personnel at every level shall be responsible for maintaining the confidentiality of the Foundation's records. Notwithstanding the foregoing, the Foundation's auditors, legal counsel, and other contractors are authorized to review Foundation records as required for the purposes for which they are engaged. Further, all personnel may make records available to person's outside the Foundation, or take Foundation records outside of the office, to assist them in executing specific responsibilities that directly relate to Foundation business; however, non-supervisory employees and volunteers need the approval of their direct supervisor to do so. Additionally, under no circumstances can anyone, at any level, remove a Fund File from the Foundation without the approval of the President of the Foundation.

**Confidentiality of Foundation Business:** Discussions that take place in the context of the Foundation's operations require discretion, including but not limited to, discussions pertaining to civic engagement, grantmaking, gift planning, donor services, operating budgets (expense and revenue), investment management, personnel, and Board governance. The positions or statements of individual directors, officers, employees, agents, fiduciaries, and volunteers should not be discussed, even within the Foundation, outside of the official Foundation meetings and processes where these subjects are discussed except among those whose responsibilities directly relate to such meetings and processes.

**Public Disclosure:** Notwithstanding the foregoing, this Confidentiality Policy shall not be construed in any manner to prevent the Foundation from complying with public disclosure requirements, including the open availability of its Form 990 tax returns, or from disclosing information, in accordance with all applicable laws, for example, to taxing authorities or other governmental agencies having regulatory control or jurisdiction over the Foundation or where compelled to do so by a court of competent jurisdiction.

**Adopted:** **June 28, 2005**

**Revised and Adopted:** **September 14, 2018**

**Acknowledged:** \_\_\_\_\_

**Date:** \_\_\_\_\_