

Regence Caring Foundation for Children, Inc.

Confidentiality and Privacy Policy and Procedures

May 9, 2008

The following Confidentiality and Privacy Policy and Procedures was developed by Regence Caring Foundation for Children, Inc., and adopted by the Board of Trustees. This set of policies and procedures formally documents the Foundation's policy for ensuring the privacy and confidentiality of information that Regence Caring Foundation for Children, Inc., utilizes in carrying out its development activities.

Donor Privacy Statement

Regence Caring Foundation for Children, Inc., respects the privacy of its donors. We protect personal information. We do not rent, sell or trade our mailing lists. Name, address and other information provided by a donor will be used appropriately to provide information on Regence Caring Foundation for Children, Inc., activities including special events or fundraising needs and to acknowledge donations. If at any time a donor wishes to not be acknowledged or to receive less mail or wishes to be removed from any of our communications, they may do so by contacting us by phone at (801) 333-5679 and we will gladly accommodate the request.

Confidentiality Statement

Regence Caring Foundation for Children, Inc., strongly believes in protecting the privacy of its philanthropic donors and prospective donors and the confidentiality of information concerning them. Donor records and other donor information are highly confidential and protected by organizational policy. The use of information for political or commercial purposes is strictly prohibited. Appropriate action, including but not limited to actions that may lead to termination of employment, will be taken against persons or entities that violate these policies. Any individual, institution, or agency deemed to have violated these policies, or deemed to have jeopardized the confidentiality or privacy of any individual or organization affiliated with Regence Caring Foundation for Children, Inc., by the inappropriate use of information provided in accordance with this policy will not be permitted access to information in the future.

Professional Standards and Privacy Practices

All employees will read and abide by the Confidentiality and Privacy Policy and Procedures, the Utah Nonprofits Association's "Standards of Ethics" which has been adopted by the Foundation, and the "Donor Bill of Rights" developed by the Association of Fundraising Professionals. These documents may be obtained from the Executive

Director and will be automatically provided to new employees and board members who are engaged in fundraising activities.

All development staff, as well as senior managers who have access to restricted information, will be required to sign the Confidentiality Agreement. Restricted information includes donor giving histories, personal, financial, and/or legal information that is not publicly available and collected during the prospect research process or provided by the donor or prospect himself/herself. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure that the accuracy and integrity of this information is maintained.

Donors are provided with an opportunity to be anonymous and to request that their name and/or the amount of their gift not be publicly released. Donors who request anonymity, whether for gifts or for themselves, will be publicly acknowledged as “anonymous.” Information on anonymous donors will be flagged prominently as “anonymous” in all paper files and computer records.

Individual Donor Records

Individual Donor records, whether in hard copy or electronic form, are the property of the Regence Caring Foundation for Children, Inc. These records contain specific information pertaining to those individuals important to the development efforts of the Foundation. Individual Donor records are kept in a secure desk or file drawer that will be locked outside of normal work hours.

It is the responsibility of each staff member and board member to submit only appropriate and relevant information for inclusion in files. Credit card numbers will be blocked out when they are no longer necessary. If any credit card numbers are found on former correspondence in a file, they should be blocked out immediately. Access to the donor database is maintained and authorized by the Executive Director and development staff.

In general, restricted or sensitive donor information will not be provided via email. However, in those cases where it is necessary (i.e., due to time sensitivity or other unforeseen reasons), staff will use all reasonably available precautions to protect confidentiality.

The accountant, as well as external auditors and any regulatory agency personnel and people operating pursuant to legal process that may be conducting audits, reviews, or other investigations, may require access to all hard copy and electronic files in the development records in order to conduct their work.

Information Requests from External Sources

External sources requesting information such as the media may be given access to public or published information at the discretion of the Executive Director. Only public

information will be released and only if not coded “anonymous,” “no contact,” or “unlisted.” **Proprietary restricted information such as research profiles, action reports, financial records and giving histories will not be released under any circumstances unless consent is provided by the donor.** All media requests related to donors are forwarded to the Executive Director. Outside consultants and vendors such as direct mail firms, mailing houses, publication publishers, and database screening firms, will be bound by this confidentiality policy and confidentiality provisions will be included in contracts with such entities.