

Napa Valley College Foundation Donor Confidentiality Policy

It is the policy of the Foundation that board members, volunteers and employees of the Foundation may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with the Foundation, to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Foundation has authorized disclosure. Board members, volunteers and employees shall use confidential information solely for the purpose of performing services for the Foundation. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, volunteers and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Cell phone conversations, emails, and conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members, volunteers and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from using speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the request of the Foundation, all documents, papers, and other materials, regardless of medium, which may be obtained or derived from confidential information, shall be returned.

At the end of a board member's term in office, the Foundation will encourage the outgoing board member to return materials that might contain confidential donor information directly to the Foundation for appropriate disposition.

Adopted 5/19/09