



Confidentiality Policy

By serving the Cedar Rapids Community Schools Foundation in a volunteer or paid capacity, Board members and staff agree to use reasonable care to prevent the unauthorized use or dissemination of the Foundation's confidential information, including but not limited to the financial donation history and contact information of donors and patrons. Reasonable care means "at least the same degree of care the volunteer or staff member uses to protect their own confidential information from unauthorized disclosure."

Confidential information includes but is not limited to: information clearly marked as confidential or disclosed orally and summarized and/or identified as confidential in writing, but also includes information discussed at meetings, entered into the finance statements as donations, and potential and/or planned transactions with donors or patrons, including Board members.

Confidential information does not include information that:

- was known before the Foundation disclosed it;
- is or becomes public knowledge through no fault of the volunteer or staff member;
- is obtained from persons not affiliated with the Foundation who owe no duty of confidentiality to the Foundation;
- is gathered by the volunteer or staff member without using any Foundation resources or information.

In return, the Foundation agrees to use reasonable care in keeping any/all information shared by Board members and staff safe from unauthorized use or dissemination. Personal information held by the Foundation can only be shared for purposes that directly benefit the mission of the Foundation, or in circumstances in which it is legally required. This includes but is not limited to projects for which the Foundation receives funds or provides funds. Information can also be shared for the purpose of class reunions or similar school gatherings. The Foundation must take due care to release only the information needed to carry out the purpose for which it was solicited. Any person or entity obtaining personal information from the Foundation may only use it for the purpose specified in writing by a Foundation employee. Under no circumstances can the information be reproduced or used in ways not approved in writing by the Foundation.

Adopted June 27, 2019 by the Cedar Rapids Community Schools Foundation Board of Trustees.