

The Community Foundation of North Louisiana

CONFIDENTIALITY POLICY

The Community Foundation of North Louisiana (the "Foundation") has an ethical and legal obligation to respect the privacy of donors, grantees and applicants (collectively, "Disclosing Parties"), and to protect and maintain the confidentiality of all information it acquires concerning said Disclosing Parties.

Confidential Information (hereinafter defined), whether disclosed orally or in writing, to directors, volunteers, employees, vendors or others (the "Recipients") holding a business relationship with the Foundation, should be held in the strictest confidence and trust.

With these principals in mind, the Foundation has developed the following "Confidentiality Policy" to protect the Confidential Information provided to Recipients by Disclosing Parties holding a business relationship with the Foundation.

1. Confidential Information Defined.

The term "Confidential Information" shall mean any and all information relating to the Foundation's business operations, including, but not limited to (i) information provided by the Foundation which is generally treated as proprietary or confidential by the Foundation; (ii) information which is marked as Confidential Information and shall include, without limitation, all data, compilations, programs, techniques, drawings, processes, business practices, plans or proposals, financial information, lists of actual or potential donors, grantees, distributes, vendors or others having a relationship with the Foundation; (iii) sales and marketing information and training and operation materials; (iv) employee information and personnel records; and (v) financial information relating to the business or affairs of the Foundation.

Confidential Information shall not include information which (i) was, is or becomes generally available to the public other than as a result of a disclosure by the Recipient; (ii) was, is or becomes available to the Recipient on a non-confidential basis from a source other than the Foundation or its employees, agents or advisors, provided that such source is not bound by the Foundation's Confidentiality Policy; (iii) was within the Recipient's possession prior to its being furnished to the Recipient by or on behalf of the Foundation, provided that the source of such information was not bound by the Foundation's Confidentiality Policy; or (iv) was independently developed by the Recipient, as shown by the Recipient's records.

2. Communication of Information.

Recipients shall diligently protect all Confidential Information against loss by inadvertent or unauthorized disclosure or use. Without the prior written consent of the Foundation, the Recipient shall not disclose any Confidential Information to any other person or entity with whom the Recipient is associated or affiliated, even if the Recipient believes such other person or entity may be interested in a business relationship or transaction with the Foundation.

Notwithstanding the forgoing, in the event the Recipient receives a request to disclose all or any part of Confidential Information under the terms of a valid and effective Subpoena or Order issued by a Court of competent jurisdiction or by a governmental body, the Recipient will immediately notify the Foundation of the existence, terms and circumstances surrounding such request so that the Foundation may seek an appropriate protective order or other remedy to prevent or limit such disclosure.

3. Return of Information.

The Foundation directs that all Confidential Information shall be returned or, if requested by the Foundation, destroyed immediately upon request by the Foundation. The Recipient shall, upon request of the Foundation, provide a sworn affidavit to the Foundation that all Confidential Information has, in fact, been destroyed or returned.

4. Miscellaneous Provisions.

- a. Each Recipient shall be advised of his or her responsibilities and obligations with respect to this Confidentiality Policy and shall sign the attached acknowledgment.
- b. Copies of written Confidential Information shall be made only in quantities as reasonably necessary to further the business of the Foundation.
- c. Employees are bound by the current employee handbook and its rules and regulations regarding all confidentiality policies.

Acknowledgment of Receipt of Confidentiality Policy

By signing below, I acknowledge receipt of and agree to abide by the Confidentiality Policy approved by the Foundation's Board of Directors on this __ day of _____, 200__.

Signature: _____

Printed: _____