Subject/Title: Confidentiality of Records
Policy Number: 1.03
Date First Adopted: September 19, 2014
Date Revised: October 2, 2020

A. PURPOSE:

This policy, providing guidelines regarding the confidentiality of Foundation records and procedure for records requests, applies to the Foundation Board of Directors and to all employees (including University employees) students, or volunteers involved in the activities of the Foundation

B. POLICY STATEMENT:

Foundation records are confidential and exempt from Florida public records laws as specified in section 1004.28, Florida Statutes. When a reasonable and specific request in writing is submitted, the Foundation will provide general financial information related t the overall operation of the Foundation. The Foundation will furnish this information in a responsive format based upon the request. The requesting party will be expected to pay an appropriate cost for the information. For those few Foundation records that are public records, such as those directly related to public meetings, the Foundation will forward the request to the Office of the General Counsel to handle as it handles University requests.

Information that includes personal or financial information about a donor, prospective donor, alumnus, director, volunteer, or employee will not be released by the Foundation except as required by law. University staff, faculty, students, or volunteers, participating in fundraising activities for the University are usually performing these activities on behalf of the Foundation. All documents associated with such activities in possession of any University-affiliated person are records of the Foundation and are confidential.

C. PROCEDURES:

Any requests for clarification of the policy should be director to OGC.

POLICY APPROVAL

Policy: 1.03 Confidentiality of Records

Approval Date: Revision – October 2, 2020

_____   10/22/2020
Policy & Governance Committee Chair   Date

_____   11/28/2020
Foundation Board Chair   Date