

Florida Polytechnic University Foundation Policy

Subject/Title: Confidentiality of Records
FPUF Policy Number: FPUF – 1.03
Date First Adopted: September 19, 2014
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. PURPOSE:

This policy provides guidelines regarding the confidentiality of Foundation records and procedure for records requests.

B. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the Board of Directors from the University Foundation and to all faculty, staff, students, or volunteers involved in the activities of the University Foundation.

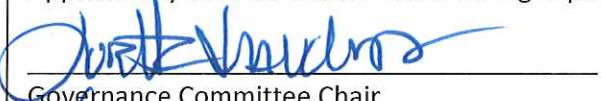
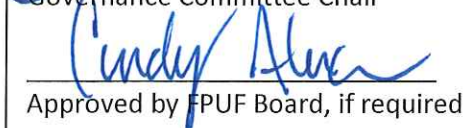
C. POLICY STATEMENT:

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 to 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.

Information that includes personal or financial information about a donor, prospective donor, alumnus, Board of Director, volunteer, or employee will not be released by the Foundation. University staff, faculty, students, or volunteers, participating in fundraising activities for the University are 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.

D. PROCEDURES:

1. Any requests for clarification of the policy should be directed to the Foundation's designated legal counsel.

POLICY APPROVAL	
Policy No.: <u>1.03</u>	
Approved by the Foundation Board during September 19, 2014 board meeting.	
 Governance Committee Chair	<u>9.19.2014</u> Date
 Approved by FPUF Board, if required	<u>9.19.2014</u> Date