

CONFIDENTIALITY AND PRIVACY POLICY GUIDELINES

BYLAWS Article XII - Confidentiality Policy

Board members shall not disclose confidential information belonging to or obtained through their affiliation with FOSCL to any person, including relatives, friends, and business and professional associates, unless the Board has authorized disclosure. Confidential information means, but is not limited to plans, processes, reports, financial statements, business or strategic plans, compensation, donor lists, and any other information about donors and donations. This policy is not intended to prevent disclosure where disclosure is required by law.

Examples of Some Documents and Information That May Be Available to the Public

FOSCL Board Members Roster – Without contact information. May include member-submitted photos and biographies.

FOSCL newsletter, *The Connection*.

Five-Year financial summary as prepared and approved by the Treasurer.

IRS Form 990 in accordance with current IRS guidelines.

Lists of donors without photos or contact information.

Photographs showing people's faces with permission granted.

President's or Director's letters specifically prepared for the public.

Sales and promotional material for fundraisers.

Any other documents and information specifically created for the public that do not disclose confidential information of compromise anyone's privacy.

Examples of Confidential and Private Information and Documents Not Available to the Public

Board Member contact information including addresses, phone numbers, and email addresses.

Donor Contact Information - including addresses, phone numbers, email addresses, and photos.

Board meeting minutes.

Written reports submitted to the Board from officers, Board members, committees, vendors, accountants, lawyers, and other entities.

Draft budget proposals and budgets.

Bank account statements.

Financial documents.

Bylaws.

Contracts.

Bank checks.

Board candidates' resumes and contact information.

Publishing photographs to the public showing people's faces without media releases or other satisfactory permission granted to publish to the public.

Any document or paper generated at a Board meeting including but not limited to agendas and reports from the Executive and Standing Committees.

Human Resources information including Social Security numbers and compensation.

November 16, 2022