

It is the policy of The Community Foundation of Grant County, Indiana, Inc. (Foundation) that board members and employees of the Foundation may not disclose, divulge, or make accessible confidential information belonging to or obtained through their affiliation with the Foundation to any person, including relatives, friends, and business and professional associates, other than to persons who have legitimate need for such information and to whom the foundation has authorized disclosure. Board members and employees shall use confidential information solely for the purpose of performing services as a board member or employee for the Foundation. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members and employees must exercise good judgment and care at all times to avoid unauthorized or improper disclosure of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office, or upon the termination of an employee's employment, he or she shall return, at the request of the Foundation, all documents, papers, and other materials regardless of medium, which may contain or be derived from confidential information, in his or her possession.

The Confidentiality form is located in the Forms section of the Handbook.