



POLICY TITLE: Donor Privacy and Confidentiality Policy

POLICY PURPOSE: To ensure compliance with the Memorandum of Agreement between Fort Hays State University (FHSU) and the FHSU Foundation, and advance their shared interests in maintaining donor confidentiality as appropriate and protecting against the misuse of sensitive donor information.

BACKGROUND:

APPLIES TO: FHSU administrators, faculty, staff, students, volunteers, and contractors provided access to donor information maintained by the FHSU Foundation

DEFINITIONS:

CONTENTS:

POLICY STATEMENT: The operation of the Foundation requires both the maintenance and management of extensive donor information and the sharing of such donor information with the University. Such information may relate to actual or prospective donors, and may contain sensitive information that has been shared with or developed by Foundation staff on a confidential basis. Information about donors and donations should be handled with appropriate levels of discretion and confidentiality. As such, University employees, students, volunteers, and contractors – like employees of the Foundation itself – are not permitted to use donor information for any purpose other than to carry out the services they are performing for the benefit of the University or the Foundation.

FHSU individuals or organizations receiving donor information hereby acknowledge and agree as follows:

- a) I have read and understand the above policy statement and any other Foundation policies provided to me regarding the use of confidential donor information.
- b) I understand that in the course of my activities relating to the Foundation I may have access to donor related documents, data, or other information that may be considered confidential, whether or not it is labeled or identified as confidential.
- c) Except as required by my activities or as otherwise authorized, I will not directly or indirectly, publish, discuss, disseminate, or otherwise disclose to any third party, or use for personal gain, any confidential donor information acquired in the course of my University activities.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

**RELATED
DOCUMENTS:**

Policies:

Forms:

Other:

KEYWORDS:

**RESPONSIBLE
OFFICE:**

General Counsel's Office

**RESPONSIBLE
UNIVERSITY
OFFICIAL:**

General Counsel

ORIGINATION DATE: 6/13/2020

CHANGE HISTORY: Adopted by Cabinet and Approved by President 7/29/2020
