

HASTINGS PUBLIC SCHOOLS FOUNDATION

CONFIDENTIALITY POLICY AND AGREEMENT

CONFIDENTIALITY

Respecting the privacy of our donors, members, staff, volunteers, students, clients, and of the Foundation itself, is embedded within our core values of integrity and relationships. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or authorization from the Executive Director or the Board Chair. Care shall also be taken to prevent unauthorized individuals from overhearing any discussion of confidential information or from seeing confidential information that is in the open or inadvertently shared. This would include e-mail or other electronic communications that are shared with board members or staff.

Staff, volunteers, and Board members of the Hastings Public Schools Foundation may be exposed to information that is confidential and/or privileged and proprietary. It is the policy of the Foundation that such information be kept confidential both during and after employment or voluntary service. Staff and volunteers, including Board members, are expected to return materials containing confidential, privileged, or proprietary information at the time of separation from employment or expiration of service.

Unauthorized disclosure of confidential, privileged or proprietary information is a serious violation of this policy and puts the Foundation at risk. A violation of trust and this agreement shall subject the person(s) who made the unauthorized disclosure to appropriate discipline including the termination of employment or the removal from service.

Upon employment or upon election to the Foundation Board, staff and Board members shall receive and sign a copy of this policy.

AGREEMENT

I, _____, agree that all confidential information shared with me during my employment or voluntary service with the Hastings Public Schools Foundation is to remain confidential. This includes written, electronic, and verbal information; things shared both formally and informally; and/or employee and finance related.

All financial, donor, and employee information is to be kept between the Executive Director, the Development Director, and the Board. All written documentation pertaining to finances, employees, and/or donors is the property of the Hastings Public Schools Foundation.

I have read the above information and agree to comply with this policy.

Signature

Date

Adopted: 8/10/2022