

Philanthropy West Virginia

Confidentiality Policy (as approved and adopted by the Board)

It is hereby declared to be the policy of the Board of Directors of Philanthropy West Virginia (Philanthropy WV), that each board member and committee member of Philanthropy WV must keep privileged information confidential. Confidentiality is a hallmark of professionalism. Philanthropy WV staff, board members and committee members should:

1. Ensure that all information that is confidential or privileged or not publicly available is not disclosed inappropriately.
2. Ensure that all non-public information about others acquired by Philanthropy WV staff or members be treated as confidential and not disclosed.

It is the policy of Philanthropy WV that staff, board members and committee members of Philanthropy WV may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with Philanthropy WV to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Philanthropy WV has authorized disclosure. Staff and members shall use confidential information solely for the purpose of performing services as an employee or volunteer board/committee member for Philanthropy WV. This policy is not intended to prevent disclosure where disclosure is required by law.

Staff, board members and committee members must exercise good judgment and care at all times to avoid unauthorized or improper disclosure of confidential information. Conversations in public places should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, staff and members should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information 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 or committee member's term, or upon the termination of an employee's employment, he or she shall return at the request of Philanthropy WV, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information in his or her possession.

Name

Signature

Date