Yampa Valley Community Foundation
Confidentiality Statement

Non-Trustee Committee Members

Donors, grantees, and scholarship applicants, among others, entrust the Foundation with important information relating to personal and business affairs. By safeguarding and keeping confidential the information received, the Foundation earns the respect and further trust of such persons. To protect this trust and confidentiality, the Foundation requires its non-trustee committee members to sign the following Confidentiality Statement.

STATEMENT

I understand that during the course of my volunteer service on behalf of the Foundation, I may have access to documents, data or other information (which may be in the form of printed materials, electronic data, oral statements or other formats) of a personal or private nature. Such information may relate to the Foundation, its trustees, officers, employees, investments and investment managers, donors and potential donors, grantees and potential grantees, and scholarship applicants, and may include, but is not limited to, names, phone numbers, addresses, social security numbers, medical information, giving history and place of employment. **I understand that such information is to be considered confidential whether or not it is labeled or identified as "confidential." I also understand that I must protect the confidentiality of such information.**

Except as required for legitimate business purposes of the Foundation, I will not, either during or after my volunteer service, directly or indirectly publish or otherwise disclose to any third party, or use for personal gain, any such information without the prior written consent of the Foundation. If I am uncertain about whether a certain document or piece of information is considered confidential, I will consult with the Foundation's Executive Director.

In addition, I will ensure that all such confidential information is stored securely and shared only with Foundation personnel and certain third parties approved by Foundation management. I will keep confidential any computer security passwords that I receive during my volunteer service, and will not share such passwords with any other person.

I understand that violation of the above may be grounds for removal and/or corrective action.

_____	_____	_____
Printed Name	Signature	Date

Adopted July 18, 2019