



SUBJECT: Data Release Policy Responsible Authority: Office of Advancement Services Scope: Defines the confidentiality, process for releasing and acceptable use of database information	Effective Date:	Policy Number: 22	
	Supersedes:	Page 1	Of 2

POLICY:

The Florida Atlantic University Foundation Inc. is a non-profit 501(c)(3) direct-support organization of Florida Atlantic University that is responsible for generating private financial assistance for the University. The Foundation’s ability to assure donors, prospective donors and alumni that their personal and financial information will be held in confidence is essential to fulfilling its mission of raising private support for FAU. According to Florida Statutes Section 1004.28 (5), all Foundation records are confidential and exempt from Florida public records laws.

All fund-raising activities undertaken by a Foundation board member, volunteer, FAU staff member, FAU faculty member or FAU student are to be coordinated through the Division of University Advancement and the Foundation, and undertaken only on behalf of the Foundation for the benefit of the University. All individual and organization records, and any information or documents associated with these records, that are in the possession of any aforementioned person and are to be used for any fund raising purposes or activities are considered records of the Foundation and are to be treated as confidential records according to **Florida Statute 1004.28 (5)**.

Foundation data is not to be used for any purpose other than what is approved as requested below. Use of information/data provided by the Division of University Advancement or the FAU Foundation for any private, commercial, or political purposes is strictly prohibited.

The undersigned agrees to use the provided information/data exclusively for the purpose(s) outlined below. If a disk is provided, the disk must be returned to the Division of University Advancement upon completion of the specified use. All electronic transfers or data must be destroyed after use and any creation of an external database would be in violation of Florida Statutes 1004.28. By signing below, the person(s) responsible for protecting the confidentiality of Foundation records agrees to adhere to this Data Release Policy and has read and understands the Foundation’s External Communications Policy and the Foundation’s Records/Access Use Policy.

Purpose for requesting data/records?

Person making request:

Signature:

Print Name:

Date:

Company Name or FAU Dept/College:

Address:

City:

State:

Zip

Office of Advancement Services

Initiating Authority:

Assistant VP Advancement Services

Signature: _____ Date: _____

Name: Keith Fries

Executive Director

Signature: _____ Date: _____

Name: Jennifer O'Flannery Anderson