



<b>SUBJECT:</b> Confidentiality Compliance Agreements  <b>Responsible Authority:</b> Office of Advancement Services  <b>Scope:</b> To assure donors, prospective donors and alumni that their personal and financial information will be held in confidence	<b>Effective Date:</b> 06/24/2013	<b>Policy Number:</b> 21	
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**Confidentiality of FAUF Records**

The Florida Atlantic University Foundation Inc. is a non-profit 501(c)(3) direct-support organization of Florida Atlantic University 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.

**Fundraising Purposes and Activities**

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/or 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)**.

**Access, Use and Disclosure of Foundation Information**

The FAU Foundation maintains authority for all personal and financial information contained in its databases. All information contained in the Foundation’s databases is strictly confidential and the property of the FAU Foundation and is to be used to assist the Foundation and the Division of University Advancement in supporting the missions of the Foundation and the University. Any user who is granted the privilege of accessing the Foundation’s database or is a recipient of any Foundation information or data is expected to respect the confidentiality and privacy of all individual and organization records stored in the Foundation’s databases. Users are required to abide by all applicable policies with respect to access, use or disclosure of Foundation information. These records, both hard copy and electronic, are highly confidential and must not be discussed with anyone outside Florida Atlantic University or the Florida Atlantic University Foundation. No Foundation data or documents can be released to a third party without proper authorization from the Executive Director of the Foundation or his/her designee. No Foundation

data or documents can be reproduced, stored in a retrieval system (shadow database) or transmitted in any form other than that approved by the Division of University Advancement or the FAU Foundation. Use of Foundation information for any private, commercial, or political purpose is strictly prohibited.

**Compliance**

Failure to abide by this policy may result in denial of access to information contained in any of the Foundation databases and will be considered in violation of Florida Statutes Section 1004.28 (5).

I, \_\_\_\_\_, hereby agree to comply with the above stated Annual Confidentiality Compliance Agreement and follow all compliance guidelines governing the use of Foundation records/data as outlined in the Foundation's Records/Access Use Policy Statement.

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Office of Advancement Services**

Initiating Authority:  
Assistant VP Advancement Services

Signature: \_\_\_\_\_  
Name: Keith Fries

Date: 5/17/18

Chief Executive Officer FAU Foundation

Signature: \_\_\_\_\_  
Name: Danita D. Nias

Date: 5.16.18