

# **LOCK HAVEN UNIVERSITY FOUNDATION**

## **Confidentiality Disclosure Policy**

### I. INTRODUCTION

The Lock Haven University Foundation (“Foundation”) maintains files on constituents and individual funds pertinent to achieving the Foundation’s mission and goals. Constituents include Lock Haven University alumni, emeriti, friends, vendors, businesses, and organizations. Information is maintained in electronic and hard copy formats. Constituent files may include biographical and financial information, donor research materials, and gift/pledge records.

Information recorded and maintained in a constituent’s file is based on need and kept in accordance with the highest ethical standard. Accuracy shall be supported by documenting and dating all sources of information and data.

In order to maintain the trust and confidence of our constituency, it is the intent of Foundation to hold all records in confidence according to the policy outline below. This policy will apply to all forms of information including electronic and hard copy.

### II. CONSTITUENT RECORDS

The following in-house procedures shall be followed to ensure confidentiality of constituent records.

#### HARD COPY RECORDS

All hard copy constituent files are stored in secured cabinets. Individual access to files is described in Section III of this policy. Except as otherwise provided herein, hard copy files may only be reviewed at the Foundation Office. Files may be taken out of the Foundation Office only with the permission of the Director of Development.

All confidential materials including, but not limited to, research reports, electronically constructed reports, financial, gift, or pledge records, shall be securely stored while in active use. When such materials are found to be inaccurate, no longer in use, or no longer pertinent, they shall be destroyed by shredding.

#### ELECTRONIC RECORDS

Constituent records that are maintained in the Raiser's Edge data base system are exclusive to the Foundation, Alumni Office, and Development Office, and are not accessible to other Lock Haven University personnel or the general public.

Each system user is assigned an individual access password according to his or her responsibilities. Prior to receiving access, each user shall be trained in standards and proper use of such areas. Student workers are assigned passwords based on the task they are to perform.

### III. ACCESS TO FILES

#### A. Staff

All Lock Haven University and Foundation staff who work directly with constituent records are requested to sign a confidentiality agreement in the form attached hereto.

#### B. Constituency

Any constituent who wishes to review his or her own file may do so according to the following procedure. An appointment must first be made through the Vice President for University Advancement. The Vice President for University Advancement will provide files and be present during the time of viewing. Access pertains only to the individual whose name is listed on the file.

#### C. Volunteers

Volunteers will only be provided with information pertinent to their task. Volunteers may not discuss or otherwise use this information for any other activities. Volunteers will not be given access to permanent hard copy files and may not view electronic database records. Volunteers may be requested to sign a confidentiality agreement in the form attached hereto.

All material provided to volunteers must be returned to the Foundation Office for appropriate disposition.

#### D. Other

All other individuals, entities, organizations, including, but not limited to, University employees, press, non-LHU agencies or institutions shall be denied access. If an exceptional situation arises, a request may be made in writing to the Vice President for University Advancement, who may permit access, but only with the written permission of the subject constituent.

**LOCK HAVEN UNIVERSITY FOUNDATION**  
**Confidentiality Agreement**

The undersigned must read and understand the Lock Haven University Foundation Confidentiality Disclosure Policy.

The undersigned may not discuss or otherwise use information obtained, discussed, or viewed during the course of work for any purpose other than conducting business at the Lock Haven University Foundation, Alumni Office, or Development Office. Disclosure or use of confidential information is prohibited.

The undersigned by signing this document agrees to abide by the stated policies and procedures.

\_\_\_\_\_  
Employee/Volunteer

\_\_\_\_\_  
Date