

THE CATHOLIC FOUNDATION OF NORTH GEORGIA FOUNDATION, INC.

STAFF & VOLUNTEERS CONFIDENTIALITY POLICY

Overview

Because of the nature of the charitable operations of The Catholic Foundation of North Georgia (the "Foundation"), its staff and volunteers are, at times, privy to information about donors, grantees, business affairs or plans, and other matters that is not publicly known and needs to be kept confidential. Accordingly, this document sets forth the Foundation's policy regarding the protection of confidential information obtained during one's Foundation duties.

Covered Persons

All employees and volunteers of the Foundation are covered by this Policy.

Policy

Employees and volunteers will not, directly or indirectly, use, disclose, or communicate any Foundation Confidential Information to any person or entity other than Foundation Directors or staff, without the consent of the Foundation.

"Confidential Information" shall include all information or materials that the Foundation has not voluntarily disclosed to the general public that: (a) the Foundation identifies as being confidential at the time of disclosure, (b) pertains to actual or prospective donors, grant applications, or Foundation plans, (c) contains financial information regarding the operations of the Foundation, (d) the employee or volunteer knows or has reason to know is confidential, a trade secret or proprietary information of the Foundation, or (e) a reasonable person would consider, from the nature of the information and circumstances of disclosure, to be similar in nature to information or materials of the foregoing types.

All such Confidential Information must be held in the strictest confidence for so long as the information continues to qualify as Confidential Information, except as required under applicable law or by a governmental order, decree, regulation, or rule. Any employee or volunteer who intends to disclose Confidential Information shall give written notice to the President of the Foundation prior to such disclosure, and in time sufficient to afford the Foundation a reasonable opportunity to intervene and object to the disclosure or to obtain such protection as may be available.

"Confidential Information" shall not include any information that: (a) was already in an employee's or volunteer's possession, free of any obligations of confidentiality, at the time it was first disclosed by or on behalf of the Foundation; (b) was in the public domain at the time it was disclosed to an employee or volunteer; (c) enters the public domain through sources independent of the employee or volunteer and through no fault of the employee or volunteer; (d) is intentionally released publicly by the Foundation on an unrestricted, non-confidential basis; or (e) was lawfully obtained by an employee or volunteer from a third party not under an obligation of confidentiality to the Foundation.

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Violations of the Policy

Any violations of this policy will be treated as a serious matter. Please notify the President should you have a question or you wish to report an actual or potential violation of this policy.

I acknowledge that I have read the above Confidentiality Policy and agree to abide by its terms and conditions.

By: _____

Print Name: _____

Date: _____