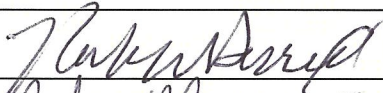





NORTHWEST FOUNDATION, INC.

NORTHWEST MISSOURI STATE UNIVERSITY

Policy Name:	Confidentiality Policy – Non-Board Members
Effective Date:	October 29, 2021
Foundation Board President Signature:	
Executive Director Signature:	

Confidentiality Policy

Introduction

Northwest Foundation, Inc. (“Foundation”), a Missouri not-for-profit corporation, is involved in fundraising for the benefit of Northwest Missouri State (“University”) and, as a result, Foundation employees and University employees often are privy to personal information about a donor’s or potential donor’s giving history, family, wealth and assets. Foundation employees and University employees must understand that it is vital to donors and potential donors, and the organization, that they keep this information confidential, as is detailed in such publications as the Association of Fundraising Professionals (AFP) *Code of Ethical Principles and Standards of Professional Practice* and *A Donor Bill of Rights*. The Foundation, in keeping with best professional practices, requires Foundation and University employees to read and sign this confidentiality agreement.

Confidentiality Agreement

In performing your duties as a Foundation employee or University employee, you may receive or have access to confidential information about donors or potential donors, including individuals and families, such as giving history, assets, wealth and family relationships. As a condition to such receipt of confidential information, you acknowledge and agree that you will treat such information as confidential, not disclosing it to any other party or using it for any purpose other than the limited purpose of providing support to the Foundation in its fundraising effort as may be requested by Foundation leadership

Name

Date