



of Greater  
Indianapolis

## CONFIDENTIALITY POLICY

The following policies apply to members of the Girls Inc. of Greater Indianapolis staff, volunteers (including Board of Directors), and to members of committees authorized by the board.

References in the policies to board members are intended also to apply to committee members.

1. Board and Committee Meetings: On any vote of the board, both the numbers of affirmative and negative votes and the individual votes of board members, unless specifically requested by a member otherwise, shall be confidential but the record of individual votes must be kept on file.
2. Board, committee, and staff members shall not disclose to anyone outside of Girls Inc. of Greater Indianapolis the statements, positions, or votes by any board or committee member on actions taken by the board or its committees. Only in extraordinary situations will a board or committee member disclose his or her position or vote on a board or committee action, and only after advising the board chair before making such a disclosure.
3. The general "sense of the board" on a particular matter may be conveyed to an applicant, grantee, vendor, or donor when the sharing of such information is helpful in conveying the board's concerns. However, such information should only be shared with the concerned party. In addition, such information may be shared with a donor or with another grant maker when the information has been requested and is deemed important in helping the donor or grant maker arrive at an informed decision on a grant proposal or opportunity.
4. Executive Sessions: The minutes of the board meeting shall indicate when the board goes into executive session but shall not normally reflect any of the topics or discussion that occurs in executive session. However, when the board takes an action in the executive session that needs to be documented, the board chair will provide any such text that is to be included in the official minutes of the meeting.
5. Personal Information on Staff and Board Members: The home addresses, telephone numbers, fax numbers, and e-mail addresses of board, committee, and staff members are not to be given out to any individual or organization without the express permission of the person to be disclosed.
6. Information on Donors and Prospects: All information obtained about donors and prospective donors will remain confidential and not discussed with any individual other

than a board or staff member, unless otherwise authorized by the donor or prospective donor. Volunteers who have not been elected/appointed to the board but have 1) received board approval to serve on a committee and 2) have signed a confidentiality agreement covering their term of volunteer service on the committee, may be authorized by the board to access donor and prospect information solely for the purpose of advancing the mission of Girls Inc. of Greater Indianapolis.

7. The home addresses, telephone numbers, fax numbers, or e-mail addresses of donors and prospective donors are not to be given out to any individual or organization without the express permission of the person to be disclosed.
8. When a donor requests that his or her gift or fund be treated as an anonymous gift or fund, the donor's wishes are to be honored by both board and staff members.
9. All staff members shall adhere to the principle that all donor and prospect information created by, or on behalf of, Girls Inc. of Greater Indianapolis is the property of Girls Inc. of Greater Indianapolis and shall not be transferred or utilized except on behalf of Girls Inc. of Greater Indianapolis.
10. Girls Inc. and Girls Inc. of Greater Indianapolis Proprietary Documents and Materials: All employees, board members and volunteers are expected to treat all records and information, relating to Girls Inc. and Girls Inc. of Greater Indianapolis or its donors, prospects, and girls served, as confidential and not disclose it to anyone without permission. Such confidential information includes, but is not limited to, research projects, curricula, guides, publications, financial information, donor lists, board lists, documents, notes, files, records, oral information, computer files, and other intellectual properties.

\_\_\_\_\_ by initialing this statement, I acknowledge that I have read, understand, and will comply with the Girls Inc. of Greater Indianapolis Confidentiality Policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Policy approved by the Girls Inc. of Greater Indianapolis Board of Directors on May 26, 2022.