



**BOWEN ISLAND  
COMMUNITY  
FOUNDATION**

## CONFIDENTIALITY POLICY FOR BOARD MEMBERS AND VOLUNTEERS

Respecting the privacy of our donors, grant applicants, community partners, volunteers and, of course, the Bowen Island Community Foundation (the Foundation) itself is a basic value of the Foundation.

Personal and financial information is confidential and should not be disclosed or discussed with anyone without prior approval by the Board. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

Board members and volunteers of the Foundation may be privy to information which is confidential and/or privileged. It is the policy of the Foundation that such information must be kept confidential both during and after service to the Foundation. Volunteers and Board members are expected to return materials containing privileged or confidential information at the end of their appointments.

### ACKNOWLEDGEMENT OF CONFIDENTIALITY OF INFORMATION

I have read the Bowen Island Community Foundation's policy on confidentiality presented above. I agree to abide by the requirements of the policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

Approved by the Board: April 26, 2016