



**Greater Tacoma Community Foundation
Volunteer Confidentiality Policy**

As a volunteer of Greater Tacoma Community Foundation, I acknowledge that I will acquire or add to information about certain matters and things which are confidential to the Community Foundation, its supporting organizations (Asset Stewardship Foundation, Lakewold Gardens and Pacific Bonsai Museum) and its donors, grantees and other members of the community and are not to be revealed. Privacy and trust are implicit in the field of philanthropy.

Confidential information includes but is not exclusive to all data and information relating to the Community Foundation including accounting and financial records, donor and vendor information, gift and grant information, fund balances, and marketing and development operations.

Confidential information does not include information that:

- Is generally known in the industry
- Is now or subsequently available to the public through no wrongful act of the volunteer
- Is independently created by the volunteer without direct use of confidential information.

By signing this Confidentiality Policy, I hereby agree that I will not disclose confidential information pertaining to Greater Tacoma Community Foundation and its operations, its supporting organizations, donors, grantees or other members of the community.

Volunteer Name (print)

Committee

Signature

Date