

## **CENTRAL WASHINGTON CWU FOUNDATION POLICY ON RELEASING PRIVATE INFORMATION**

The Central Washington University Foundation (Foundation) is a private, non-profit corporation formed and operated under laws which do not make it a public agency. The Foundation also operates under its own articles of incorporation, bylaws and is a separate entity from Central Washington University (University). No state statute requires that the University create a Foundation. The relationship between the Foundation and the University is set out under an express written agreement in which the Foundation agrees to support the University and its' educational mission (**cite agreement**). The contract between the University and the Foundation expressly recognizes that the Foundation is acting in its individual capacity and not as a representative of the University. Even though the Foundation records are kept at the University campus in files in an office space set aside for the Foundation, the location of the records does not indicate that the Foundation had given up its right to control dissemination of the records.

Therefore, the Foundation has adopted this policy to specifically protect confidential donor information and to protect confidential negotiations in progress.

### **Policy on Releasing Private Information**

The Foundation will not release personal or financial information about a donor, prospective donor or volunteer. Upon request, an individual donor, prospective donor or volunteer may have access to both his/her personal document file and personal data stored in the computer.

The Foundation may, from time to time, make public portions of its annual audit and financial statements except when it would result in the direct or indirect disclosure of confidential information. All other information about the Foundation, financial or otherwise, and its actions or activities shall be confidential provided the Foundation Board of Directors may, in their sole discretion, elect to make certain information available to others on the following conditions:

- A written request must be received by the Board from a person with a demonstrable need for information that would otherwise be confidential under this policy.
- The request must describe in detail both the need and the specific use to which the information will be put.
- The Board must be satisfied that confidentiality will be maintained within the limited scope of the request and that such disclosure will not violate other specific limitations or contractual obligations. The Board may request that the entity requesting the information sign a non-disclosure agreement.

These conditions shall be met in all instances where the Board elects to make a disclosure, but they shall not control the denial of a request. The Board shall have the sole discretion to deny a request without cause and may elect to not disclose the reasons for the denial to the requesting party or others.

Upon receipt of a specific request in writing, the Foundation will make the following information available to the public:

- Articles of Incorporation
- Certified Letter of 501(c)(3) Status
- IRS Form 990 (without schedule attachments)

Adopted by the CWU Foundation Board at their April 19, 1997, meeting.  
Revised by the CWU Foundation Board at their October 17, 1997, meeting.