

SOUTHERN WEST VIRGINIA COMMUNITY COLLEGE FOUNDATION, INC.
SCF-1009

SUBJECT: Privacy Policy

REFERENCE: External Communications Policy

ORIGINATION: March 8, 2012

EFFECTIVE: April 18, 2012

REVIEWED: New Policy

SECTION 1. PURPOSE

- 1.1. It is the policy of the Southern West Virginia Community College Foundation to protect the privacy and confidentiality of personal information of our donors, friends, alumni, students, faculty, and staff.

SECTION 2. DEFINITIONS

- 2.1. None.

SECTION 3. POLICY STATEMENT

- 3.1. The Foundation may receive requests for disclosure of information and will follow the (External Communications Policy) with respect to releasing such information, however, the Foundation will not release personal or personal financial information about donors, prospective donors, alumni, volunteers or employees.

SECTION 4. BACKGROUND OR EXCLUSIONS

- 4.1. None.

SECTION 5. GENERAL PROVISIONS

- 5.1. None.

SECTION 6. RESPONSIBILITIES AND PROCEDURES

- 6.1. All records, notes, documentation, including records relating in any manner to expenditures made, or gifts, bequests, donations received or donors or any other matters of fund raising shall be and remain the sole property of Southern West Virginia Community College Foundation. Unless otherwise required by law, approved by the Foundation President or designee, or as outlined in accordance with the Foundation's External Communications Policy, Southern West Virginia Community College Foundation documents, records, or other information (whether written or in any other form) shall not be made available to the public. In addition email lists or any data from Raiser's Edge or Financial Edge cannot be sold, rented, repurposed or given to an outside vendor/partner.
- 6.2. It is the general policy of the Southern West Virginia Community College Foundation to make every reasonable effort to respect and protect the privacy of our donors, friends, alumni, students, faculty and staff.
- 6.2.1. Southern West Virginia Community College Foundation shall not or share personal information

with third parties.

- 6.2.2. The Southern West Virginia Community College Foundation shall disclose personal information in response to a subpoena, court order, or other legal process, to the extent requested by the law.
- 6.2.3. The Southern West Virginia Community College Foundation may provide aggregate statistics and related information about our donors, friends, alumni, students, faculty and staff to reputable third parties, but said statistics and related information will not include any personal identifying information.
- 6.2.4. The Southern West Virginia Community College Foundation houses, in a secure location, all financial records and information as contained in yearly audits.

SECTION 7. CANCELLATION

- 7.1. None.

SECTION 8. REVIEW STATEMENT

- 8.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Foundation Executive Board that the policy be amended or repealed.

SECTION 9. SIGNATURES

President

Date

Distribution: Members, Southern West Virginia Community College Foundation, Inc.
President, Southern West Virginia Community and Technical College
Vice President for Development, Southern West Virginia Community and Technical College
www.southernwv.edu

Revision Notes: New Policy