



F.I.S.H. of Sanibel-Captiva, Inc.

Confidentiality Policy

The nature of F.I.S.H.'s role as a client-funder, leader, convener and decision-maker in the community results in the acquisition of extensive information that is considered privileged and confidential. Much information is shared with F.I.S.H. because of its reputation for trust and its ability to make fair decisions. To safeguard F.I.S.H.'s integrity as a responsible decision-maker, and to protect its capacity to gather data necessary to make those decisions, F.I.S.H. subscribes to specific policies regarding confidentiality. F.I.S.H. of SanCap officers, directors, committee members, staff and volunteers should not engage in any discussion of F.I.S.H. matters (except when engaged in the authorized business of the F.I.S.H.) or allow the dissemination of F.I.S.H. documents or meeting materials.

- The positions or statements of individual directors, committee members, staff or volunteers should not be discussed outside of official F.I.S.H. meetings and business.
- The content of F.I.S.H. business, including documents or F.I.S.H. analysis of documents, should not be discussed or shared outside official meetings and processes, except as required by law.
- These Confidentiality Policies are applicable to the officers, directors, committee members, staff and volunteers of F.I.S.H. and shall also apply to the disclosure of donors and donor prospects of F.I.S.H., including but not limited to Donor Funds, pledge agreements, distribution information, and any related matters; such information shall remain confidential, except as explicitly approved by the Donor.
- Individuals subject to this confidentiality policy are responsible for ensuring that others acting on their behalf (such as family members or staff) also adhere to this policy.

I agree to comply with the F.I.S.H. of SanCap's Confidentiality Policy as outlined above.

Signed: _____

Date: _____

Printed Name: _____

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