



**Confidentiality Policy  
of  
The Foundation for Enhancing Communities**

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**The Council on Foundations requires for accreditation that TFEC Directors and standing committee members execute annually a Confidentiality Policy Acknowledgement .**

Any information about The Foundation for Enhancing Communities (TFEC), its donors, prospective donors, grantees, grant applicants, and any personal information about employees or other confidential information obtained as a result of being a Director or member of a committee of TFEC, should be considered confidential. This information should be discussed only as required in connection with other Directors or fellow committee members. All documents, files, and working papers of TFEC, or generated in connection with the work of TFEC, are the property of TFEC. Under no circumstances is confidential information concerning donors, prospective donors, grant applicants and grantees, or other confidential information to be revealed to third parties, except as is required by law, or as approved by resolution of the TFEC Directors or the TFEC President & CEO in writing. Directors and members of committees are expected to exercise care not to disclose confidential information unintentionally by indiscreet conversation or by careless handling of sensitive documents. The obligation to keep information confidential continues even after a person ceases to be a TFEC Director or a member of a TFEC committee

**ACKNOWLEDGMENT**

I acknowledge that I have reviewed the above confidentiality policy of The Foundation for Enhancing Communities (TFEC). I understand that it is my responsibility to comply with the Confidentiality policy

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Date

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Signature of TFEC Committee Member

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Printed Name of TFEC Committee Member