

CONFIDENTIALITY OF NAUF RECORDS AND FILES

The Northern Arizona University Foundation, Inc. is a non-profit corporation organized separately from Northern Arizona University, existing under the laws of the state of Arizona for charitable, scientific and educational purposes, and is recognized under the federal Internal Revenue Code. As such, this corporation is subject to all the requirements of the Code and the regulations thereunder, and has acquired tax-exempt status under Section 501(c)(3) of the Code. The corporation exists and operates exclusively for the benefit of Northern Arizona University.

The Northern Arizona University Foundation, Inc. solicits, accepts, administers and disburses gifts in the form of donations of cash, securities, real and personal property, grants, gifts-in-kind, emoluments [other things of value] and bequests to support Northern Arizona University. It is the policy of Northern Arizona University Foundation, Inc. that all information, records and files relating to donors and prospective donors, and their gifts, are conclusively presumed to be strictly confidential and not available to the public without the donor's consent. Responsibility for maintaining confidentiality of such information, records and files rests with the Foundation President or designee.

The successful partnership between NAU and the Foundation is based on effective service, trust and accountability. The Foundation, as a component unit affiliate of NAU, must be sensitive to public scrutiny of its financial affairs. However, the Foundation's ability to assure donors and prospective donors that their personal or financial information will be held in confidence is essential to fulfilling its primary mission of raising private support for Northern Arizona University.

All records about a donor or a prospective donor that, if released, would identify that donor, are exempt from requirement of public disclosures. The Foundation will not release personal or financial information given in confidence to the Foundation by a donor, prospective donor or volunteer, except as required by law. All fund-raising activities undertaken by the NAU staff, faculty or students are undertaken on behalf of the Foundation. All documents and data accessible to authorized users through databases, intranets, and other electronic means that are associated with such activities relating to a donor's, potential donor's or volunteer's personal or financial information in the possession of any NAU staff member, administrator, faculty or student is a record of the Foundation and is to be treated confidentially.

Records of the organization concerning its efforts to sell real property, all appraisals and other reports relating to value, offers, and counteroffers, which are in writing are exempt from requirement of public disclosure, until execution of a valid option contract or until a written offer to sell has been accepted by the buyer, at which time the exemption shall expire.

It is the Foundation's policy, upon receipt of a reasonable and specific request in writing, to make public financial information of the organization, including expenditures from organization funds, documentation regarding completed business transactions, and information about investment and management of the organizations' assets.

Requests for information not covered by this policy about the Northern Arizona University Foundation, Inc., from individuals, organizations, or the media will be handled in accordance with these procedures:

- (a) A request for confidential information in writing must be submitted to the Foundation President or designee setting forth explicitly the information desired.
- (b) The request for information must clearly state why the information is needed and how it will be used.
- (c) The Foundation President or designee will submit such request for approval at the next regularly scheduled meeting of the Executive committee or Board of Directors.
- (d) The decision of the Executive committee/Board of Directors shall be final.

- (e) The Foundation will promptly and comprehensively respond to requests for information in subpoenas or subpoenas duces tecum properly issued by a court of competent jurisdiction.