



## **CONFIDENTIALITY OF RECORDS AND FILES**

FPRAZ supports the non-profit radio stations licensed to the Maricopa County Community College District. As such, it solicits, accepts, administers, and disburses gifts in the form of donations, contributions, grants, gift-in-kind, and bequests. All records pertaining to these activities are considered confidential to protect donors and prospective donors. KJZZ, and KBAQ Development staff shall maintain active control of all information, records, and files relating to donors and prospective donors, and their gifts stored in the data base housed at the Stations. This information shall be considered confidential and not available to the public or any non-affiliated third party unless it is required by law or judicial process, or unless the donor has consented.

Affiliates handling any kind of confidential information are responsible for its security. Extreme care must be exercised to ensure that confidential information is safeguarded to protect FPRAZ. All Affiliates have a responsibility not to share confidential information including but not limited to:

- Donor information, including the identities of donors and prospective donors or their gifts;
- Current projects and strategic proposals;
- Financial data;
- Marketing or business plans and strategies;
- Suppliers and business partners not known to the public.

If an Affiliate is uncertain whether certain information is confidential, he or she should err on the side of non-disclosure, and seek further guidance from the Executive Director, the Board, or an appropriate supervisor.

Any breach of this Policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination, and/or appropriate legal action taken by FPRAZ.