

TRPLF Policy F-4: Protection of Donor-Related Information

Adopted: March 16, 2018

- a. The Foundation shall take all appropriate measures to prevent the unauthorized disclosure of any private donor or prospective donor's name, address, telephone number, electronic mail address, estate planning information, tax record or financial information, or other personal information or correspondence received or retained by the Theodore Roosevelt Presidential Library Foundation.
- b. For the purpose of this policy, "financial information" includes data that provides details regarding a gift, a payment schedule of a gift, the form of a gift, or the specific amount of a gift made by a donor.
- c. The chair of the Board of Trustees or the chair's designee is authorized to sign a confidentiality or non-disclosure agreement with a private donor or prospective donor, provided the agreement does not conflict with the North Dakota open records and meetings laws.
- d. The chair of the Board of Trustees or the chair's designee, after consulting with the Foundation's general counsel and obtaining the consent of the donor, may disclose exempt information.

History: Adopted by the Board of Trustees on March 16, 2018.

