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**California State University Maritime Academy  
California Maritime Academy Foundation, Inc.**

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**VOLUME:** Policy  
**NUMBER:** FD-01-002

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**TITLE:** Confidentiality Policy  
**DIVISION:** University Advancement  
**DEPARTMENT:** University Wide

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- I. Policy Statement
  - A. Donors
    - 1. In an effort to maintain transparency, the California Maritime Foundation, Inc. (CMAF) reserves the right to publish limited donor information unless the donor specifically requests for their information to remain anonymous.
    - 2. Information that may be published under this policy shall be limited to the donor's name, the nature and amounts of their gifts.
    - 3. All requests by donors for anonymity will be honored, except to the extent that CMAF is legally required to disclose the information.
    - 4. Upon receipt of donor's request for confidentiality, the donor's name will be added to the confidential donor's listing. For those on the confidential donor listing, only information that CMAF is legally required to disclose shall be released.
  - B. Employees and or volunteers
    - 1. Prior to receiving access to the Raiser's Edge database, and/or beginning work for the CMAF or the division of University Advancement, employees are required to sign a statement of confidentiality.
    - 2. The position direct supervisor will be responsible to assure that confidentiality is maintained for all aspects of the divisions work.
- II. Responsibilities
  - A. The Vice President for University Advancement is responsible for administering and monitoring this policy.

**HISTORY:** December 2011  
**REVISION:**