



USA Swimming Foundation Confidentiality Policy

The USA Swimming Foundation, Inc. (the "Foundation"), recognizes that the operation of the Foundation requires the maintenance and management of donor and prospect records. These records may contain sensitive information that has been shared with Foundation representatives on a confidential basis.

Donors and donor prospects rely on the Foundation's ability to assure temporary or permanent anonymity. As a result, representatives of the Foundation, including staff, board and volunteers, will adhere to the following policies regarding records, information and files, including electronic data, containing information on donors or prospective donors the Foundation.

1. The Foundation's Director of Development will ensure that all staff have clear direction regarding the confidentiality of records through adherence to appropriate operating procedures. The Director of Development may, in his/her discretion, make all or part of any record available to staff, board and volunteers if essential to them in executing their responsibilities to the organization. Disclosure decisions will honor the wishes of donors unless further disclosure is required by law.
2. All representatives of the Foundation shall respect the Foundation's policy to protect the sensitive nature of our donor and prospective donors' records and shall maintain a high level of discretion and confidentiality regarding these records.
3. The Foundation's auditors are authorized to review donor and donor prospect records as required for the purposes for which they are engaged.
4. The names of all individual donors will be recognized by the Foundation where appropriate including, but not limited to annual reports; the Foundation's website; press releases; donor recognition publications; etc., unless otherwise directed by the donor.
5. The names of donors of memorial or honor gifts may be released to the honoree, next of kin, or appropriate immediate family member, unless otherwise specified by the donor.
6. In accordance with the Foundation's privacy policy, the Foundation will not sell, distribute, trade or otherwise transfer personally identifiable information ("PII") obtained from a user to any third party, either within our own organization or outside it, unless the user has provided his or her consent. We never share children's personal information with third parties.

Unauthorized disclosure of any confidential information or PII by staff, board or volunteers will not be tolerated. This nondisclosure applies during and after employment/tenure. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by the Foundation management. Confidential information remains the property of the Foundation and must be returned to the Foundation on demand.