



## DONOR CONFIDENTIALITY POLICY

**PURPOSE:** To better serve donors, the Lock Haven University Foundation, (“Foundation”) allows donors to choose among varying levels of confidentiality. Regardless of whether or not confidentiality is requested, all donors are protected by the Foundation’s general privacy policy.

Because the philanthropy of one often inspires the philanthropy of many, the Foundation encourages donors to allow public recognition of them and the gifts they make. However, a donor may choose any one of the following levels of confidentiality:

- **Donor Confidentiality:** All measures will be taken to keep the Donor’s identity externally confidential. While the gift itself will be publicly recognized, it will be attributed to a confidential source. The amount of the gift and its details will be reported by the Foundation and included in the Foundation’s publicity materials but the identity of the Donor will remain confidential.  
For accounting, recording, and stewardship purposes, the gift will be associated with the Donor within the Donor’s profile in the Foundation’s internal database. In addition to Foundation employees with database access, the Donor’s identity may be known by the Lock Haven University (“University”) President, the University Development Staff and the appropriate academic dean or program director. Each of these individuals is bound by internal confidentiality agreements to keep the Donor’s identity confidential.
- **Donor Recognition:** The Donor is publicly recognized at the appropriate giving range, not a specific dollar amount. The amount of the gift and its details will not be publicly reported. For accounting, recording and stewardship purposes, the gift amount and its detail will be associated with the Donor within the Donor’s profile of the Foundation’s internal database. In addition to Foundation employees with database access, the gift amount and its details may be known by the University President, the University Development Staff and the appropriate academic dean or program director. Each of these individuals is bound by internal confidentiality agreements to keep the gift amount and its details confidential.
- **Full Recognition:** Both the Donor and the gift details are publicly recognized. Recognition includes, but is not limited to, listing on the donor honor roll, inclusion in the Foundation’s public and private materials, and recognition at both public and private events that may or may not be related to the Foundation or University.