



Confidentiality	Policy # 1.4
	Effective Date: 3/16/2017
Approved By: WAC Board of Directors	Revision: R Date:

Purpose: To ensure Members’ and donors’ anonymity but allow access to membership and financial records for legitimate purposes.

Policy: Wherever possible, and to the degree allowed by law, the Club seeks to protect the anonymity of its Members. Membership information shall only be provided to Members, and only under certain conditions, unless compelled by a court order.

The donor records are kept confidential and are governed by the policy for fund-raising. Donor information shall only be provided to Members, and only under certain conditions, unless compelled by a court order.

Procedures:

1. Any Member who seeks either membership information or donor information shall make that request in writing, and submit the request to the Club Manager or a Director.
2. The Member seeking the information shall use the Request for Confidential Information form.
3. The request shall be considered by the Directors, and addressed at a Board meeting.
4. If the request is granted, the Member shall execute a Confidentiality Agreement that bars the Member from disclosing the confidential information to anyone else.
5. However, if there is an attempt to remove a Director, Bylaws Article VI should be followed, and the information granted promptly by the Club Manager to members seeking a removal and the Director whose removal is sought.

Revision log

- **Policy or form number:**

Rev.	Revision Description	Date	Author