

Privacy Policy

At Washington State University Foundation (“WSU Foundation”), protecting the privacy and confidentiality of personal information of our donors, friends, alumni, students, faculty, and staff is vitally important to us. Personal information includes, without limitation, any records, notes, documentation, or any other related information, whether written or in any other form, maintained by WSU Foundation on donors, friends, alumni, students, faculty, and staff (“Personal Information”). To that end, the following policies apply:

Information Collected

It is common for WSU Foundation to gather and maintain the following types of Personal Information:

1. Unique Identifier Information (i.e. name, phone, address, business information, family relationships, etc.)
2. Financial Information (i.e. family wealth, company wealth, giving history, etc.)
3. Transactional Information (i.e. contact reports, copies of correspondence, etc.)
4. Proprietary Information (i.e. special research, biographies, etc.)
5. Gift Documentation (i.e. bankcard and EFT files, wills, trusts, Gift Use Agreements, etc)

Sharing Personal Information with Third Parties

Under written agreement between WSU Foundation and Washington State University, Washington State University agreed that:

All records, notes, documentation, including records relating in any manner to expenditures made, or gifts, bequests, donations received or donors or any other matters of fund raising shall be and remain the sole property of WSU Foundation. Unless otherwise required by law, the University agrees not to make any WSU foundation documents, records, or other information (whether written or in any other form) available to a third party without the WSU Foundation’s written consent.

It is the general policy of the WSU Foundation to make every reasonable effort to respect and protect the privacy of our donors, friends, alumni, students, faculty and staff.

1. WSU Foundation shall not sell Personal Information.
2. WSU Foundation shall not share Personal Information with third parties or affiliates, except as is reasonably necessary in the conduct of the business and affairs of the WSU Foundation, and then only after appropriate safeguards are

- taken to preserve the confidentiality of the Personal Information in the hands of said third parties or affiliates.
3. WSU Foundation shall disclose Personal Information in response to a subpoena, court order, or other legal process, to the extent required by the law.
 4. WSU Foundation may provide aggregate statistics and related information about our donors, friends, alumni, students, faculty and staff to reputable third parties, but said statistics and related information will not include any personal identifying information.
 5. WSU Foundation houses, in a single secure central location, bankcard and EFT files in accordance with applicable law and its Document Retention Policy.

Personal Information Security

WSU Foundation strives to maintain the highest standards for the protection of Personal Information, which currently includes:

1. Maintaining physical, electronic and procedural safeguards to protect Personal Information
2. Maintaining quality control procedures to ensure that information compiled is as accurate and complete as possible.
3. Committing to privacy education of staff, affiliates, and certain vendors, on an ongoing basis about the issues and laws surrounding individual privacy and confidentiality of Personal Information.

Limiting the Sharing of Personal Information

If a donor, friend, alumni, student, faculty or staff does not wish for WSU Foundation to share their Personal Information, they can request to opt-out of any or all releases of information by contacting the WSU Foundation at 1-800-448-2978.

Period of Retention

Personnel Information shall be maintained according to the then applicable Document Retention Policy of WSU Foundation.

Changes to the Privacy Policy

WSU Foundation reserves the right to change the terms of this Privacy Policy from time to time.

Effective Date

The Effective Date of this Privacy Policy is September 25, 2005.