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

VOLUME: Policy
NUMBER: FD-01-002

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

- 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.
 - 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: