



## Confidentiality Policy and Form

### General

Zonta International recognizes that the volunteer leaders on international, district, area or club<sup>1</sup> level gain information about individuals, districts, areas, clubs and other organizations during the course of their work or activities. In most cases such information will not be considered confidential, but individuals may have to exercise common sense and discretion in identifying whether information is expected to be confidential.

### Use of Member Information by Zonta Leaders

Personal information about a Zonta club member that headquarters provides to a Zonta leader<sup>2</sup>, must be used for legitimate Zonta business purposes only, unless otherwise agreed by the International Board. Information shall always be used in accordance with *Rules of Procedure of Zonta International* and must not be used for commercial, sectarian or partisan political purposes, or any other purpose not permitted by Zonta International.

Data protection legislation presently in place must be adhered to.

- ▶ *Data Protection Policy*
- ▶ *Privacy Policy*

### Donor Information

Zonta International Foundation respects the confidentiality and privacy of their donors and will ensure that this information is kept strictly confidential.

- Zonta volunteer leaders<sup>3</sup> shall only have access to information necessary for the execution of their specific duties. This policy and form must be signed by the leader prior to any information being disclosed.
- Donor information may not be copied, transferred, displayed or shared with any other party.

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<sup>1</sup> References to Zonta club(s) or club(s) include e-clubs.

<sup>2</sup> Zonta International and Zonta International Foundation officers and directors, elected and appointed international committee members, district board members and elected and appointed district committee members and club board members and elected and appointed club committee members and any other Zontian elected or appointed to a leadership position.

<sup>3</sup> Same as footnote 2 and applies particularly to the Development Committee members, foundation ambassadors and governors.

- Donors selecting the *anonymous* option on the donation form will not be publicly acknowledged.
- Donors can expect that all relationships with individuals representing the Zonta Foundation for Women will be professional in nature.

### **International Board**

In order to encourage and preserve the free exchange of ideas and generally accepted procedures, policies and customs, all discussions and voting in board meetings are to be kept confidential by all board members and other persons attending, including the parliamentarian, the risk manager, international committee chairs and headquarters staff, unless otherwise decided by the board. Details of discussions or voting must not be made known to persons not in the meeting or not privy to board discussions. This confidentiality extends to materials distributed before or during board meetings or through other mail or telecommunication, including ballot results and conference evaluations.

Matters concerning headquarters staff, their employment details, performance or other information considered sensitive, personal, financial or private, is strictly confidential and must not be discussed with anybody but the board members and managers present at that discussion.

Details from the annual evaluation discussion concerning the performance of the executive director should be kept confidential within the evaluation committee, consisting of the international president, president-elect and treasurer/secretary, unless issues arise which may be questioned in an audit, in which case the matter should be brought to the whole board.

### **Nominating Committee**

The selection process within the International Nominating Committee must be kept confidential until the notifications to the candidates are made in writing and the selection is made public. Confidentiality of the identity of potential candidates should be emphasized until the official slate is made public.

### **Document control:**

Original document	Date: May 2020
First adopted by the international boards	Date: May 2020
Most recent review by the risk manager	Date: May 2020
Amended policy adopted by the board	Date: May 2020
Convention 2022 update	Date: June 2022
Next review date	Date: September 2022

*Printed hard copies of controlled documents are considered uncontrolled. Any person using hard copies for ease of reference are required to determine the up-to-date status of any hard copy document ensuring it matches the current electronic version.*

***I confirm that I understand the conditions under which confidential information will be disclosed to me. I will follow the conditions of this policy.***

***I acknowledge that any report on donor contribution and donor information that is being provided to me, is only for me, and may not be disclosed, copied, transferred, displayed or shared with any other party, including fellow Zontians.***

***Any request for information about donors and their donation, will be directed to headquarters.***

**Name:.....**

**Volunteer role:.....**

**District:..... Club:.....**

**Date:.....**

**Signature:.....**