

Confidentiality

1 Personal Information

1.1 Donors

Directors, staff and volunteers will at all times maintain the confidentiality of all personal information concerning donors, gifts and funds unless the donor has explicitly given permission to make such information public.

1.2 Personnel

Directors, staff and volunteers will at all times maintain the confidentiality of personal information concerning directors, staff and volunteers.

2 In Camera Meetings

Directors will maintain the confidentiality of all information discussed during *in camera* meetings of the board.

3 Proprietary ELFEC Information

Directors, staff and volunteers will at all times maintain the confidentiality of the following information:

- Details of the contractual relationships between ELFEC and its suppliers.
- Reports supplied to ELFEC by its suppliers

4 Information from Other Sources

Directors, staff and volunteers will not use for ELFEC purposes confidential information which they may have acquired by virtue of their association with another organization, without the permission of that organization.

5 Reporting to Investment Partners and Others

ELFEC is committed to the maximum level of openness and transparency that does not violate the principles of confidentiality documented in this policy, in its dealing with donors, partners, funders and the general public. ELFEC staff members are specifically authorized to provide the following information:

- 5.1 Marketing materials, which may include information on the investment portfolio.
- 5.2 An annual report on ELFEC operations, which may include audited financial statements, to any interested party and the general public.
- 5.3 Statements of individual fund investment performance to investment partners or donors who created or contributed to those funds. Such reports shall be provided annually, and may be provided as often as quarterly, if called for by fund agreements or if otherwise negotiated with the investment partner or donor.