

Public Information Policy

Philosophy Statement

The Georgia Tech Foundation (GTF) has the duty to protect the privacy and confidentiality of donors, including the gifts and information we have acquired. GTF abides by relevant state and federal laws and adheres to the *Donor Bill of Rights* policy as developed and adopted by the Council for Advancement and Support of Education, American Association of Fundraising Counsel, Association of Healthcare Philanthropy, and Association of Fundraising Professionals. These Rights carry a dual responsibility: protect the privacy of donors and make available to the public certain information about the management of GTF and the funds entrusted to us. We take these duties very seriously.

Management Objectives

GTF management objectives take several forms. First, GTF owns and maintains the comprehensive database of client records for the Georgia Institute of Technology (GIT) and its affiliated organizations. Client records include all alumni of GIT and non-alumni donors. The database serves the exclusive purposes of fundraising and alumni relations. Second, GTF manages and invests private gifts made to GTF for the benefit of GIT. Some investment information is public and some is a trade secret. Third, GTF controls and oversees the funds it provides to GIT. In the later two objectives, GTF is accountable to our donors to invest wisely and steward the gifts to meet the donors' wishes.

Operating Principles regarding Client Information

- Employees of GTF and GIT and its affiliated organizations are required to keep client information confidential.
- Employees of GIT and affiliated organizations are granted access to client information for the sole purposes of fundraising and alumni relations. Access is granted on a need-to-know basis.
- GTF does not share client information with non-GIT affiliated entities, except to third-party vendors specifically authorized by GIT affiliates to provide specific service(s) to alumni and friends.
- Absent a request for anonymity by a client, client information is shared with GIT and affiliates.

Operating Principles regarding Media and Public Relations

- Only the GTF Chair and President/COO are authorized to communicate with the media regarding Foundation business.
- Release of Foundation information to the media is authorized by the Chair and President/COO only.
- It is GTF's practice to make available to the public all information that does not violate a donor's privacy or disclose trade secrets. Information about GTF is published on its website at: www.gtf.gatech.edu.

This policy conforms with the Georgia Open Records Law as amended May 9, 2005.