

STAFF, BOARD, AND VOLUNTEER DONOR INFORMATION CONFIDENTIALITY STATEMENT

Spark Ventures **AUTHORIZES** access to employee, volunteer, or donor information both paper and electronic to the extent that is necessary to carry out your job responsibilities as a member of the staff or board or a volunteer in a position that requires access to the aforementioned information.

Spark Ventures defines **UNAUTHORIZED ACCESS** as:

1. Access to employee, volunteer, or donor information not necessary to carry out your job responsibilities.
2. Access to the records of an employee, volunteer, or donor for which you are not legally responsible or for which you do not have signed authorization. This includes spouse, parents, and other relatives not under your guardianship.
3. Release of employee, volunteer, or donor information to unauthorized internal or external users.
4. Release of more employee, volunteer, or donor information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.

CONFIDENTIALITY AGREEMENT

I acknowledge the confidential nature of non-public information regarding our employees, volunteers, donors and other constituents of Spark Ventures. Consistent with applicable policies and guidelines, I will respect and safeguard the privacy of the constituents of Spark Ventures and the confidential nature of their information. Without limiting the general nature of this commitment, I will not access or seek to gain access to confidential information regarding any past or present employee, volunteer, or donor of Spark Ventures except in the course of fulfilling my job responsibilities. I understand that in this context, confidential information is considered to be all non-public information that can be personally associated with an individual. I agree to not use the information to which I have access for any personal motive other than performing the duties I am charged to do in accordance with my role and responsibilities. More or a higher level of access may be granted to me only if I ask and have justifiable reason and Spark Ventures management concurs. I will not use another's computer sign-on or computer access code or provide another the use of an individual's sign-on code to gain access to confidential information without proper authorization. I will not disclose or discuss confidential information to those who are not authorized to receive it. In addition, I will not, without proper authorization, copy or preserve by paper writing, electronic, or any other means confidential information, nor will I disseminate any such information without proper authorization. If I am in doubt about whether the authorization provided is proper, I will consult the management of Spark Ventures for guidance.

I acknowledge the receipt of my IDs and Passwords. I understand that passwords are the equivalent of my signature. I understand that I will only access information that is required for me to perform my assigned tasks. I acknowledge that if I disclose passwords to any other person, I will be fully accountable and responsible for any use or misuse by that individual to the same extent as if I had performed the act or omission. If I have any reason to believe that the confidentiality of my passwords has been violated, I will notify my department head or supervisor immediately and ensure that the passwords are promptly changed. If I believe I have been asked to access or release information that lays outside my defined job responsibilities, I will notify the management of Spark Ventures and request guidance. Under certain circumstances, disclosure of confidential information may be punished as a criminal offense. I understand and agree that a violation of any portion of the confidentiality policy renders me subject to disciplinary or corrective actions that may result in sanctions including, but not limited to, expulsion, discharge, and/or revocation of employee or volunteer privileges.


INVESTOR RIGHTS AND RELATIONS

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life and Spark would not exist or be able to fulfill its mission without the support of its investors and as such, I will treat Spark investors of all giving levels with the utmost respect and courtesy and strive for excellence in how we serve our investors. To ensure that investments in Spark merit the respect and trust of the general public, and that donors and prospective donors can have full confidence in Spark Ventures and causes they are asked to support, we declare that all donors have these rights (taken from the Donor Bill of Rights developed by the Association of Fundraising Professionals):

- I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
- II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
- III. To have access to the organization's most recent financial statements.
- IV. To be assured their gifts will be used for the purposes for which they were given.
- V. To receive appropriate acknowledgement and recognition.
- VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.
- VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.
- IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
- X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

I have read and reviewed all the above information and by signing my name agree to adhere to what has been stated in this document.

PRINT FULL NAME Rachel Schonbaum

SIGNATURE 

SIGNATURE DATE: 06.16.17