

# **Public Information Policy**

## **Coastal Pines Technical College Foundation, Inc.**

The Coastal Pines Technical College (CPTC) Foundation is committed to openness and transparency to current members, donors/funders, its various stakeholders, and the general public and to proactive disclosure and dissemination of publically available information. By resolution of the Coastal Pines Technical College Foundation Board of Trustees on March 29, 2010, the Coastal Pines Technical College Foundation (“CPTC Foundation” or “Foundation”) adopts the Public Information Policy contained herein.

### **Purpose**

The CPTC Foundation is a nonprofit corporation dedicated to raising and managing private gifts to assist Coastal Pines Technical College. This policy sets out the practices of the Foundation regarding disclosure of information held by it and the procedures for requesting information. The Foundation believes that information held by it should be as open to public inspection as possible, while still respecting the privacy rights of donors, prospective donors, and Foundation employees, and without compromising the Foundation's ability to secure and steward funds for the continued success of Coastal Pines Technical College.

### **Release of Information**

It is the Foundation's goal to make reasonable accommodations for those who wish to examine publicly available information held by the Foundation, and much of that information is available on the Foundation's Website. Requests for information not available on the Website can be directed to the Foundation's information liaison, the CPTC Foundation Executive Director.

The records of the Foundation are available for inspection in accordance with the procedures described below (Procedure for Requesting Public Information), with the exception of Confidential Information.

### **Available Information**

Most records of the Coastal Pines Technical College Foundation are available for public inspection. Records available include, but are not limited to:

- Gift information
  - The amount and date of the donation
  - Name of donor unless donor has requested anonymity
  - Any donor-designated use or purpose of the donation
  - Any other donor-imposed restrictions on the use of the donation
- Policies and procedures documentation, including:
  - Gift Acceptance Policy
  - Investment Policy
  - Disbursement Guidelines
  - Accountability Policies
- Organizational documents, including articles of incorporation and corporate bylaws
- Audited financial statements
- Form I-990, Return of Organization Exempt from Income Tax
- Information regarding expenditure of funds
- Documents as required by federal, state, and local law
- Annual report
- Minutes of the Foundation Board meetings

## **Confidential Information**

To the extent appropriate, the CPTC Foundation adheres to and complies with OCGA 50-18-72 (a)(19). Therefore, excluding the exceptions defined in OCGA 50-18-72 (a)(19), the CPTC Foundation deems the following information relating to donors and prospective donors to be confidential:

- Portions of records that disclose a donor's or prospective donor's personal, financial, estate planning or gift planning matters
- Records received from a donor or prospective donor regarding such donor's prospective gift or pledge
- Records containing information about a donor or a prospective donor in regard to the appropriateness of the solicitation and dollar amount of the gift or pledge
- Portions of records that identify a prospective donor and that provide information on the appropriateness of the solicitation, the form of the gift or dollar amount requested by the solicitor, and the name of the solicitor
- Portions of records disclosing the identity of a donor or prospective donor, including the specific form of gift or pledge that could identify a donor or prospective donor, directly or indirectly, when such donor has requested anonymity in connection with the gift or pledge. This does not apply to a gift or pledge from a publicly held business corporation.
- Information relating to fundraising plans and strategies
- Trade secret information and information relating to the business of any Foundation subsidiary which, if released, could create a competitive disadvantage
- Individual employee information other than name, title and salary
- Individual student information
- Information relating to trusts and annuities administered by the Foundation, except as to actual gifts to the Foundation from such a trust or annuity
- Other information protected by law

If any request is made for information in the above categories, an explanation of why the information is deemed confidential will be provided.

## **Procedure for Requesting Public Information**

It is the Foundation's goal to make reasonable accommodations for those who wish to examine publicly available information held by the CPTC Foundation. Much of the Foundation's public information is available on the Foundation's Website:

<http://www.coastalpines.edu/alumni-supporters/cptc-foundation>.

Additional information may be requested by contacting the Foundation's information liaison: phone (912) 287-5829, fax (912) 338-5300 or mail CPTC Foundation, 1701 Carswell Avenue, Waycross, GA 31503. Requests for information will be processed in accordance with Georgia law, and more specifically, the Official Code of Georgia Annotated (OCGA) 50-18-7. If the requested information is available on the Foundation website, the requester will be so notified.

## **Reproduction and Additional Fees**

If an information request requires the retrieval and reproduction of documents, the requesting party will be charged any fees authorized by Georgia law. All fees shall be paid by the requesting party to the Foundation prior to the Foundation forwarding the requested information.

**Protection of Privacy**

This policy sets forth the Foundation's practices with respect to public and confidential information; it is not and shall not be interpreted as inconsistent with the rights set out in the nationally recognized Donor Bill of Rights, which has been adopted by the Foundation Board. These documents are available on the Foundation Website or from the Foundation Executive Director. This policy shall not be interpreted as violating any applicable federal, state or local law governing the dissemination of information.

**Periodic Reassessment of the Policy**

The Foundation Board of Trustees will periodically review this policy. If the Board revises this policy, it shall provide public notice on the Foundation's Website of any substantive changes or amendments. This policy and future revisions shall be made publicly available.

Adopted March 29, 2010

Revised April 20, 2015

Next Review January 2019