1. PURPOSE

To ensure the privacy of donors and the confidentiality of UFF records, while recognizing the public interest in transparency and public accountability in relation to UFF expenditures and business records.

2. APPLICABILITY

All records of UFF.

3. POLICY

UFF values individuals’ privacy and is committed to safeguarding the privacy of its constituents including donors, prospective donors, alumni, volunteers, and friends, and the confidentiality and security of their information. The legislature recognized these important principles in enacting Florida Statutes Section 1004.28, which states that UFF records are confidential and exempt from disclosure under the Florida public records laws, subject to specific statutory exceptions.

UFF may occasionally provide contact information to vendors who support the mission of the University or who provide special benefits (such as discounts on their products and services) to constituents. Otherwise, and except to the extent required by law, UFF will not release information about constituents absent their consent. Donor requests for anonymity or restricted publicity will be honored by UFF.

Upon receipt of a reasonable and specific request in writing, UFF will provide financial information such as expenditures from UFF funds, documentation regarding completed business transactions, and information about the management of UFF assets, and other information as required by law. UFF will furnish this information in a format reasonably responsive to the request, at a reasonable cost to the requesting party.

UFF may provide names and addresses of donors to memorial funds to family members who wish to send acknowledgments, and may provide the same to the honorees of tribute funds.

UFF will not release any record or information that includes personal, financial, or gift information about a constituent including any donor, prospective donor, alumnus, volunteer, or employee, without the subject’s express written consent or as required by law.
All fundraising activities undertaken by University employees or students, or by volunteers, are undertaken on behalf of UFF. All records associated with such activities or with advising or serving UFF, whether or not in possession of any University employee or student, or any volunteer, are records of UFF and are confidential and exempt from disclosure under the Florida public records law as provided in Section 1004.28.

The UFF Executive Vice President shall develop operational policies and internal procedures as needed to implement the principles set forth in this policy. Employees, board members, volunteers, and vendors shall be informed of this policy and shall sign appropriate confidentiality agreements before being granted access to UFF records.

4. **CLARIFICATION**

Requests for clarification of this policy should be sent to Tara Boonstra (teboonstra@ufl.edu).

Certified as approved by the UFF Executive Board on March 3, 2023.

Susan G. Goffman, Secretary

Revision history: Original version
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