
DONOR AND GIFT ANONYMITY

Approval Authority	President
Responsible Executive	Vice-President, Community Engagement
Related Policies / Legislation	Board policy direction Philanthropy and Gift Management (BPD-210)

PURPOSE

To ensure donors requests to remain anonymous are respected, recognizing that there are circumstances when anonymity cannot apply.

DEFINITIONS

In this policy, the following definition applies:

Charitable donations include gifts from an individual donor, an estate, a corporation, foundation or other organization.

POLICY

The university respects a donor’s right to anonymity and will ensure access to records of donations will be restricted wherever the law permits.

REGULATIONS

1. The university development office will maintain a record of each charitable donation. Access to those records will be restricted to appropriate staff in the university development office, finance office and senior administration of the University of the Fraser Valley.
 2. Donors will have the opportunity to indicate they wish their charitable donation be considered anonymous. Where a donor has given more than one donation, the donor may request that any or all of the donation(s) be considered anonymous. This information will be recorded by the university development office and adhered to by all parties with access to donor records as mentioned above.
 3. There may be circumstances, such as the Freedom of Information Act, where the university must comply with any legal obligation to disclose the name of donors and the nature and value of their gifts.
 4. Having indicated a desire for anonymity, a donor may request a change to allow recognition of a donation. This request must be made in writing to the university development office
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