

---

## DONOR AND GIFT ANONYMITY

---

AUTHORITY                      President  
PRIMARY CONTACT              Vice-President, External  
RELATED POLICIES

---

## PURPOSE/PHILOSOPHY

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

---

## 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.

---

## DEFINITIONS

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

---

## PROCEDURES/GUIDELINES

- 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

Reference: The Board policy on Development and Review of Administrative Policies (BRP-220.06) empowers the President to create and revise policies and procedures consistent with Policy Directions of the Board. This policy is guided by Board policy direction Philanthropy and Gift Management (BPD-210).