

## CONFIDENTIALITY POLICY

### I. PURPOSE

The Foundation Board of Directors recognizes its responsibility to safeguard and to ensure the continuance of the business and to protect against disclosure of unauthorized information. They also recognize that they must protect against random disclosure of confidential information. To these ends, the Foundation has adopted the following general guidelines concerning disclosure of information.

#### POLICY

- A. The Foundation ensures that all applications and their content will be kept confidential.
- B. The Foundation shall be authorized to make all inquiries deemed necessary to verify accuracy of the application. All information obtained is only for the purpose of determining status of applicant's needs and will be kept confidential. All requests for confidential information to confirm the application data shall come from the Foundation to Pioneer's V.P. of Accounting for collection.
- C. The Foundation may authorize the release of information for publicity purposes by obtaining from the applicant a waiver of confidentiality signature on application.
- D. With the exception of paragraph, I B. of the policy, the application will not be disclosed or discussed outside the Foundation by members of the Foundation Board.
- E. Foundation Board Members shall not remove copies of applications, support documentation and findings from board meetings.

### II. RESPONSIBILITY

It shall be the responsibility of the Foundation Chairperson to see to the enforcement of this policy.