Public Disclosure Statement/Directive

1. Purpose:

The purpose of this Public Disclosure Statement/Directive is to establish guidelines and procedures for the Donovan & Bank Foundation ("Foundation") regarding the public disclosure of information. The Foundation recognizes the importance of transparency in building trust with the public and stakeholders while also maintaining compliance with applicable laws and regulations.

2. Scope:

This directive applies to all Foundation employees, volunteers, board members, and any other individuals acting on behalf of the Foundation.

3. Types of Information Subject to directive:

The Foundation will proactively disclose information that is considered public, such as mission statements, program descriptions, financial statements, and other relevant information. Additionally, the Foundation will respond to reasonable requests for information in accordance with applicable laws and regulations.

4. Procedures for Public Disclosure:

a. Proactive Disclosure: The Foundation will regularly review, and update information deemed appropriate for proactive disclosure on its official website, publications, and other communication channels.

b. Response to Requests: The Foundation will respond to requests for information promptly and in accordance with applicable laws. Requests for information should be directed to [insert contact person or department], who will coordinate the response.

5. Types of Information Exempt from Disclosure:

Certain types of information may be exempt from disclosure, including but not limited to proprietary business information, confidential donor information, and other information protected by applicable laws and regulations. The Foundation will adhere to legal requirements concerning the protection of such information.

6. Privacy Considerations:

The Foundation recognizes the importance of protecting the privacy of individuals associated with its programs and services. Personal information will be handled in accordance with the Foundation's Privacy Policy and applicable data protection laws.

7. Record Retention:

The Foundation will maintain records of disclosed information in accordance with applicable record retention policies.

8. Review and Revision:

This Public Disclosure Statement/Directive will be periodically reviewed and updated as necessary to ensure its continued relevance and compliance with applicable laws and regulations.

9. Compliance with Laws:

The Foundation will comply with all relevant federal, state, and local laws and regulations governing public disclosure.

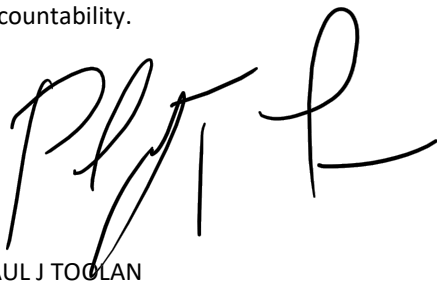
10. Authorized Spokespersons:

Only individuals authorized by the Foundation, such as the Executive Director or designated spokespersons, are allowed to make official public statements on behalf of the Foundation.

11. Distribution and Accessibility:

This directive will be distributed to all Foundation employees, volunteers, and board members. It will also be made available to the public on the Foundation's official website.

This Public Disclosure Statement/Directive is intended to guide the Foundation in its commitment to transparency and accountability.



PAUL J TOOLAN

Executive Director

1/1/2023