



POLICIES AND PROCEDURES

CORPORATE POLICY

Subject: Release of Proprietary Data

Policy No.: 102

Orig. Date: 02/19/71

Last Revision Date: 06/13/00

Revision:

A. Policy

B. Procedure

A. Policy

All requests for specific proprietary data, which would include that inherent in studies of Foundation operations from persons who are not employees or members of the Board of Directors, should be made to the Executive Director of the Cal Poly Pomona Foundation, Inc.

B. Procedure

All requests will be in writing and shall specify the following: The use to be made of the information, persons to whom the data will be disseminated and an agreement that the data is for constructive purposes and not for political ends. If the information is to be part of a study, the following agreements should be reached with the Foundation Executive Director:

1. Methodology and format of the study
2. A time schedule for completion

If the Executive Director of the Cal Poly Pomona Foundation, Inc. deems it advisable, he/she may release the information and advise the Board at the next regular meeting. If the Executive Director considers that the request should be referred to the Board for resolution, then he/she will submit the request to the Board of Directors at the next regular meeting.