

Confidentiality of Business Information

Applies to: All employees

Policy Statement:

College employees, during the course of their employment, may have access to documents, data, or other information that is confidential and/or privileged from disclosure whether or not it is labeled or identified as "confidential" or "privileged." Examples include, but are not limited to, the College's financial information; research results; medical information regarding students, employees, or research subjects; and student educational records. Unless they have their department head's prior approval, employees may never, either during their College employment or thereafter, disclose such information to persons outside the College or to persons inside the College who do not have a business need for such information. In addition, employees are expected to protect the integrity of business information as it might be transmitted verbally, through written or electronic means, both inside the office and outside the office.

All documents received by College employees for business use shall remain the property of the College. Employees must return such documents to the College upon their separation from employment.