

Policy Type: Professional Staff

Policy Title: Confidentiality

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to address confidentiality and release of information.

Policy Statement:

Employees shall not disclose confidential information without proper approval. Information normally regarded as confidential includes, but is not limited to, student information, college business, personnel information, and financial data. A breach of confidence may result in disciplinary action up to and including termination.