



## **Confidentiality**

In the performance of assigned duties, the employees of the university may have access to or be involved in the processing of confidential information, including student, employee, university, and/or other data.

Confidential information includes but is not limited to the following:

- Any internal university financial statements and statistical and narrative reports;
- Information from university computers;
- Employee records and files, salary data, and statistical reports containing the same;
- Student records and files, demographic data, and statistical reports containing the same;
- Computer authorization/security codes; and
- Any quality improvement reviews, administrative minutes.

Employees of the university are obliged to maintain the confidentiality of this information at all times, both at work and when off duty. Confidential information should be discussed and/or disclosed only on a “need to know” basis and in the appropriate work setting. Open and/or public areas considered inappropriate for the discussion and/or disclosure of confidential information include but are not limited to elevators, cafeterias, hallways, restrooms, stairwells, etc.

Employees failing to adhere to the university standards with respect to confidentiality are subject to corrective counseling up to and including termination, and may be subject to legal action.

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