

TITLE: Confidentiality

DATE ADOPTED: April 20, 2021

EFFECTIVE DATE: April 20, 2021

SUPERSEDES: September 18, 1990

PURPOSE:

Personnel records and individually identifiable personal information, including information obtained in connection with the selection process, are College property and are afforded confidential treatment at all times. This policy applies to all written records, as well as data maintained on computerized data bases, irrespective of whether the information is kept centrally or within the department.

POLICY:

All regular full-time and part-time employees of the College, except for student employees, are covered by this policy. Student records are covered by existing College policy on the confidentiality of student records in compliance with the Family Educational Rights and Privacy Act of 1974. Any files held by the College will follow the retention requirements as established by state and local entities. Temporary employees are covered by the same considerations of confidentiality, but are not covered by the tenets of this policy. This policy also applies to information and records for retired and deceased employees, but shall not apply to applications for employment, unless such individuals are subsequently hired.

The individual's right to privacy shall be respected at all times. Any individual found to be in violation of this policy shall be subject to the College disciplinary procedure.

 _____ 05-11-2021
President Date:

 _____ 05-11-2021
Chairman Date: