

Confidentiality Policy

As an employee of the College, you may be exposed to information that is considered confidential. Employees may be given or have access to personal information regarding employee, customer, student, parent and/or vendor accounts with the College (e.g., name, address, social security number, employment, type and/or amount of debt owed, payment, banking, medical and/or other similar information) and other information that is confidential (collectively, "Confidential Information") including, but not limited to, students, parents, custodians, customers and lists (actual or prospective and including charges and payment histories); financial information, including financial statements, purchases; computer programs and/or systems information; information relating to College operations, methods, strategies and techniques and their use and effectiveness; and employee information (including disciplinary and other similar matters). This information may be on paper, contained in software, visible on screen displays, in computer readable form or otherwise.

Any questions regarding the release or sharing of confidential information should be discussed with a supervisor. Any breach of confidentiality is a serious policy violation and may result in discipline, up to and including immediate termination from state service.