

Policy Type: Support Staff

Policy Title: Confidentiality and Release of Information

Who Does This Policy Affect: All Support Staff

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

Policy Statement:

Some information by nature is confidential and must be respected by employees as such. 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.