

## **3.07 Confidential Information**

The College is committed to protecting the privacy of its students, alumni, parents, faculty, and staff. It is the policy of the College to ensure that the operations, activities, and business affairs of the College be kept confidential to the greatest possible extent. If, during the course of their employment, employees acquire confidential or proprietary information about the College and its students, faculty, staff, alumni, donors and vendors, such information is to be handled in the strictest confidence. We expect all users to meet the highest standards of ethics and responsibility.

Employees must adhere to all applicable laws such as the Gramm-Leach-Bliley Act (GLBA), the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), and the Health Insurance Portability and Accountability Act (HIPPA) in addition to other federal and state laws. These laws pertain to the security and privacy of all non-public information including student information, employee information, and general College information whether it is in hard copy or electronic form.

Any willful or intentional disclosure of confidential information to unauthorized persons will be considered a sufficient cause for discipline including possible termination of employment.