

Saint Joseph's College Policy Guidebook

Human Resources
Section Name: Work Rules
Section Number: 5.07
Effective Date: 1/1/2020

SUBJECT: Confidentiality & Non-Disclosure

Purpose:

To maintain the integrity and protection of confidential information related but not limited to any personally-identifiable employee, student, and parent records, financial records (including social security and credit card numbers), health records; all confidential educational records under FERPA; contracts; research data; alumni and donor records; personnel records other than an individual's own personnel records; College financial data and proprietary information/ data; computer passwords, and any other information for which access, use, or disclosure is not authorized by: 1) federal, state, or local law; or 2) College policy or operations.

Applicable to:

All members of the Saint Joseph's College community.

Policy:

We expect all employees to hold in strictest confidence, not disclose to others, and consider as privileged all College operational and personal information they may come into contact with. Confidential information should be managed, as such, safeguarded when in use, maintained appropriately when not in use, and discussed only with those who have a legitimate need to know.

For those employees who handle student records, FERPA guidelines should be strictly followed. FERPA guidelines are available from the Academic Records office.

Procedure:

All employees of the College, including volunteers, will sign a confidentiality agreement.

If you are in receipt of confidential information that is not included in your daily routine, please bring it to the attention of your manager and/or Human Resources.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.