

Title:	Confidentiality and Sharing of Privileged Information Policy
Effective Date:	09/01/2023
Date of Last Revision:	08/17/2023
Review Date:	
Cancellation:	
Responsible Office:	Human Resources

Confidentiality and Sharing of Privileged Information Policy

Definition:

Privileged Information: Any information that is not publicly available and is considered sensitive, confidential, or proprietary to the College. This includes information protected by legal, contractual, or ethical obligations and includes information on laptops (personal or college-issued), USB drives, or any other electronic platform or devices.

Purpose:

The purpose of this policy is to establish guidelines and expectations regarding confidentiality and the protection of privileged information within the College. This policy specifically addresses the responsibilities and obligations of leaders and all other employees of the college to refrain from sharing confidential or privileged information to ensure the preservation of trust, security, and integrity.

Policy:

This policy applies to all employees within the college. It covers all forms of privileged information, including but not limited to proprietary data, intellectual property, financial information, employee's personal information and any other information deemed confidential by the organization.

Responsibilities of Employees:

1. Employees are required to understand the definition and scope of privileged information.
2. Employees must actively promote and enforce confidentiality within their teams.
3. Employees must exercise the highest level of discretion and judgment when handling privileged information.
4. Employees must refrain from sharing privileged information, both within and outside the college, unless explicitly authorized by relevant policies, procedures, or legal requirements.
5. Employees have a duty and an obligation to report suspected or actual breaches of confidentiality or unauthorized disclosure of privileged information promptly utilizing their designated chain of command, human resources or directly reporting the breach to the Chancellor. A written report of the alleged breach must be submitted at the time of reporting.
6. Employees must cooperate fully in any investigation related to breaches of confidentiality.

Policy Consequences:

Failure to comply will result in progressive disciplinary action up to and including termination.

Review Process: HR-527 Confidentiality and Sharing of Privileged Information Policy

Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
Responsible Office	Init. 08/17/2023		
Committee for Institutional Policy Review	Init. 09/19/2023	09/19/2023	
Executive Leadership Team	Init. 10/19/2023	10/19/2023	09/01/2023

Chancellor's Signature/Approval

SIGNATURE: _____

Vincent G. June, Ph.D.
Chancellor

DATE: _____

10/11/2023

Final Distribution:

Electronic: posted to College's website and sent via email to college personnel

Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review