



HUMAN RESOURCE POLICY & PROCEDURE

Topic: CONFIDENTIALITY POLICY		
Policy #:	Version: 1.0	Updated Date: March 2003

Purpose: To respect the confidentiality of proprietary University business information.

Scope: All employees, contractors and subcontractors

Policy: The disclosure of information, either paper, automated or verbal, to which an employee has access, is not to be disclosed to unauthorized personnel. This includes, but is not limited to, salary, benefits, financial information, student grades, billing information, etc.

Violation of this policy subjects the individual to disciplinary action up to and including termination.