

SECTION: Human Resources NUMBER: A-001-02-0005

AREA: Employment DATE: 9/1/92

SUBJECT: Confidentiality REVIEWED: 12/13/2022

I. PURPOSE

Confidential information is available to numerous employees as a condition of their position. Rocky Mountain College wants to stress the importance of maintaining confidentiality.

II. POLICY

- A. Employees who are instructed to maintain confidential information shall do so and not discuss the information with anyone including family members, other employees, media, etc.
- B. Confidentiality is a condition of employment for some individuals. A breach of this condition could result in immediate dismissal.
- C. Information received during the course of performing your job should be considered confidential unless otherwise indicated by your supervisor.
- D. If a request for confidential information is made, the employee should either refuse to answer or refer the requesting individual to the supervisor.
- E. Employees who have access to student information are bound by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).
- F. Employees, both regular and work-study students, will be required to sign a confidentiality statement, indicating the understanding of the importance of confidentiality and the consequences for breach of promise.

III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Human Resource Department

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
 President

Approved: _____ Date: _____
 Chair / Board of Trustees