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2.13 Confidentiality of College Related Information

Saint Mary's College of California

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2.13 Confidentiality of College Related Information

Pursuant to applicable law and College policy, all employees are expected to maintain confidentiality regarding oral or written information, including but not limited to business and education records, computer terminal display information, grade reports, personnel records, medical records, financial records, benefactor records, alumni records, and other confidential and/or private oral or written information obtained as a result of their employment at Saint Mary's. Failure to do so may not only subject the College to legal liability, but, also, the employee who violates the confidentiality and/or privacy of the College, its employees or its students.

From time to time, employees or their department may receive requests from various individuals who seek access to official College records and documents. It is imperative that the College ensures that information generated and used in performing professional responsibilities be used only for Saint Mary's official business and education purposes.

This information is available only on a legitimate business or educational need-to-know basis for authorized individuals within the College. Employees are expected to take all reasonable precautions against disclosure of confidential or proprietary information to third parties during and after employment with Saint Mary's and to not use Saint Mary's confidential information except to the extent necessary in the course and scope of their employment at Saint Mary's. In many instances, especially in the case of individuals who would appear to have some official connection with the College, there will be little or no reason to question such requests. However, in the interest of protecting the College from unauthorized use of any such confidential information please refer all such requests for authorization to either Human Resources, the Registrar, or the Office of General Counsel.

It is a violation of College policy to share confidential information beyond those individuals who have a legitimate business or educational need-to-know in order to perform their duties at Saint Mary's. Inappropriate sharing of confidential information may result in disciplinary action up to and including termination. In order to underscore the importance of compliance with this obligation of employment at the College, all new staff employees will be required, as a condition of employment, to sign a Confidentiality Agreement. While staff currently employed may not be required to sign a separate Confidentiality Agreement, all current employees must comply with the College's policy on the confidentiality of College information and employee and student privacy.