SECTION: Mission & Governance
TOPIC: Confidentiality
Approved: Signature on File

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POLICY

Burrell College of Health Sciences shall ensure the confidentiality and privacy of all records containing personal or confidential information and comply with all federal and state laws and regulations regarding the security and privacy of all non-public information including student information, employee information, financial information, and other confidential information of the College.

RESPONSIBLE OFFICIAL(S):

Office of Institutional Effectiveness, Office of Student Services, Office of Human Resources

DEFINITION(S):

Confidential Information: any non-public information protected by federal, state or local statute, College policy, procedure or applicable regulations.

PROCEDURES:

1. All students, employees and Board of Trustees members shall receive training regarding the confidentiality of records.
2. All employees of the College and Board of Trustees members shall sign a confidentiality agreement.
3. Any breach of confidential information, whether in verbal, hard copy or electronic form shall be reported to the Office of Institutional Effectiveness.
4. The failure to comply with the College policies or applicable laws and regulations regarding the use and safeguarding of sensitive information, or to protect other confidential information not specifically covered by such policies, laws, or regulations, may result in disciplinary action including termination of employment or administrative withdrawal.

CROSS REFERENCES:

Policy B2050 Data Security
Policy B9040 FERPA