

Procedure 6.0101

Confidentiality Procedure

Individuals employed at the College may have access or the ability to view sensitive, confidential information. All employees must acknowledge responsibility of such privileged information ethically and for academic purposes only. The college takes the privacy of such information seriously; therefore, violators will be subject to disciplinary action up to and including termination of employment.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Confidentiality Policy](#)
- [Emergency Grant Committee Confidentiality Procedure](#)
- [Scholarship Committee Confidentiality Procedure](#)
- [HR Selection Committee Procedure](#)

History

Senior Staff Review/Approval Dates: 4/2/13

Board of Trustees Review/Approval Dates: 4/2/13

Implementation Dates: *Enter date(s) here*