

Treatment of Confidential Information

Subject: Treatment of Confidential Information

Date:

Prior Version Date(s):

Purpose: To identify information that would be considered confidential and to establish guidelines on the treatment and disclosure of confidential information.

Policy: It is the responsibility of all employees to protect against the unauthorized disclosure of confidential information.

Guidelines:

1. Confidential information and records include but are not limited to:
 - payroll records and information regarding salary
 - personnel records
 - computer system passwords and security codes
 - research results not yet published including manuscripts and correspondence
 - budgetary, departmental or company planning information
 - litigations pending or in process
 - employee medical records including medical benefit claims
 - employee training records
2. Faculty and staff supervisors are expected to identify confidential information and material, and to instruct their employees on how to handle such information and material.
3. Employees who are hired into positions that require the handling of confidential information are expected to use discretion when dealing with such information.
4. Inquiries from the press, radio, and television regarding Company employees or confidential information should immediately be referred to the Company Press Relations Office.
5. All inquiries from attorneys should immediately be referred to the Human Resources Office.
6. Inquiries from other outside agencies regarding Company employees or confidential information should be referred to the Human Resources Office. Such agencies include but are not limited to:
 - Government agencies (for example, the FBI, Social Security Administration, EEOC, etc.)
 - Police, or other law enforcement agencies
 - Credit bureaus
7. Information regarding an employee's salary, length of service or performance, medical history, and other personnel information is confidential and should be treated accordingly.

8. Confidential information should be kept in safe and secure places and not accessible to public view. Paper files should be kept in secured file cabinets. Computerized records should have limited user access, and computer terminals should not be accessible to other than authorized users.
9. Unauthorized disclosure of confidential information may lead to disciplinary action including immediate termination.
10. Employees should consult with Human Resources Management when in doubt about the handling and disclosure of confidential information.