

## **Policy Statement on Privacy and Confidentiality**

Suffolk County Community College places a high priority on maintaining the confidentiality of its records, documents, agreements, and all other protected information.

In the course of an employee's duties, access to confidential information about students, employees, other individuals, or the College may be granted. The institution's confidential information includes policies, business practices, financial information, and technology such as ideas and inventions (whether this information belongs to the College or was shared with us in confidence by a third party).

Access to confidential information is for the purpose of performing job duties and responsibilities with the College, and for no other purpose. Specifically:

1. Employees will look at and use only the information needed to assist students, employees, other individuals, or to do their job and may not look at records or seek other confidential information that is not needed to perform their job.
2. Student, employee, other individual information or any other confidential information is not to be shared with anyone who does not have an official need to know. Employees are expected to be especially careful not to share this information with others in casual conversation.
3. Employees are required to handle all records, both paper and electronic, with care to prevent unauthorized use or disclosure of confidential information. Confidential information may not be removed from an employee's work area or copied unnecessarily.
4. Because electronic messages may be intercepted by other people, e-mail will not be used to transmit personal information unless authorized.
5. If confidential information is no longer needed, it will be disposed of in a way that ensures that others will not see it. Recognizing the appropriate disposal method will depend upon the type of information in question. (See Records Retention Policy)
6. If job responsibilities include sharing the College's confidential information with outside parties, only processes and procedures approved by the College will be utilized.
7. Employees must handle all confidential information stored on a computer or downloaded to CDs, flash drives, etc. with care to prevent unauthorized access to, disclosure of, or loss of this information.

Please also refer to the Information Security Policy.

***Approved by Executive Council  
December 14, 2010***