
Chapter: Personnel

Modification No. 001

Subject: **Confidentiality: Employee Use, Release and Disclosure of Information**

- I. The use, release and disclosure of information shall be in accordance with College policies and procedures.
- II. It is the College's policy to safeguard confidential information restricting access to such records when access is restricted or denied by law. In the day-to-day operations of the College, employees must often utilize information of a confidential nature in order to carry out their jobs. It is a major responsibility both ethically and legally for all employees to safeguard and properly use this information. Confidential information includes but is not limited to the following: the personnel record of any past or present employee; any record containing personally identifying information; student information which has not been identified as directory information; records or material that have been otherwise identified as confidential, subject to trademark or a copyright protection or for which there is a contractual limitation on disclosure; and information the disclosure of which outside the College violates a confidential relationship in the College's decision-making process or which disclosure is intended to prematurely influence the College's decision-making process, or which reveals confidential information or which unnecessarily invades personal privacy or impairs individual rights.
- III. The President is authorized to establish procedures to implement this policy.

Board Approval: September 21, 1987

Chapter: Personnel

Modification No. 002

Subject: **Confidentiality: Employee Use, Release and Disclosure of Information**

I. General

- A. All employees must safeguard confidential information, restricting access to such records when access is restricted or denied by law. It is a major responsibility both ethically and legally for all employees to safeguard and properly use confidential information.
 - B. Confidential information includes but is not limited to the following: the personnel record of any past or present employee; any record containing personally identifying information; student information which has not been identified as directory information; records or material that have been otherwise identified as confidential, subject to trademark or a copyright protection or for which there is a contractual limitation on disclosure, and information the disclosure of which outside the College violates a confidential relationship in the College's decision-making process or which disclosure is intended to prematurely influence the College's decision-making process, or which reveals confidential information, or which unnecessarily invades personal privacy or impairs individual rights.
 - C. These procedures apply to the use of and access to confidential information, as well as to the reproduction of copies of documents or dissemination of such information from either inside or outside the College.
 - D. No employee is authorized to remove from College premises any College-related documents or copies of documents containing confidential information without specific approval from the appropriate administrative staff supervisor.
- II. Disclosure of information from or access to personnel files is covered by the College's policy and procedures on personnel files.
- III. Disclosure of information from or access to public records is provided in accordance with the College's policy and procedures on inspection of public records.
- IV. Disclosure of information from or access to student records is covered by the College's policy and procedure on release of student information.
- V. Limitations on Use of Computer Software
- A. Montgomery College frequently licenses the use of computer software from a variety of outside companies. Montgomery College does not own licensed software or its related documentation and, unless authorized by the software developer, in writing, does not have the right to reproduce it.
 - B. Employees shall use licensed software only in accordance with the terms and conditions of the license agreement. It is the responsibility of the supervisor to assure that an employee who uses licensed software is informed of the terms and conditions of the license agreement.

- C. Employees shall immediately notify their immediate supervisor of any misuse of software or related documentation within the College. The supervisor shall inform the Chief Information Officer, investigate the matter, and take appropriate disciplinary action.

- D. Employees who make, acquire, use, or assist in making, acquiring or using unauthorized copies of computer software will be subject to disciplinary action, up to and including termination as well as to prosecution under applicable civil and criminal laws.

Administrative Approval: September 21, 1987; December 3, 2003.