

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	CONFIDENTIALITY POLICY				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

During the course of employment, an employee may have access to confidential, personal and/or sensitive information. Other than the disclosure of information to appropriate management or department employees as required in the performance of their jobs, all information should be treated in the most highly confidential manner. This treatment of information should continue indefinitely. The direct or indirect unauthorized disclosure, unauthorized removal or negligent handling of personal, sensitive or confidential information may result in disciplinary action up to and including termination. Additionally, all employees are subject to upholding the Family Education and Privacy Rights Act (FERPA) that is posted on the MSSU intranet and all HIPAA compliance requirements when applicable.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS