



Category	
POLICY: 2-70 Confidentiality	
Approval	
LT Approved:	
Effective Date: 07/01/2022	
Revised: 07/01/2022	
Responsible Party: Vice President, People & Culture	

During the course of employment, an employee may have access to personnel, student or other data and information that is considered sensitive, or classified private or confidential by the College. For materials deemed sensitive, classified, private or confidential, it is required that all employees:

- Comply with the Family Educational Rights and Privacy Act of 1974 (FERPA), regarding the release of education records.
- Not duplicate any work-related document or electronic record for personal use without the permission of the appropriate supervisor/administrator.
- Not retrieve, examine or alter any work-related document, file, or electronic record except where authorized as part of employment responsibilities with the College.
- Not discuss the contents of a specific work-related document, file, or electronic record except where authorized as part of employment responsibilities with the College.
- Receive clarification from the appropriate supervisor/administration if unsure whether or not a particular fact, matter, document, file or electronic record is covered by this confidentiality policy. Employees shall preserve confidentiality of the item in question until receiving such clarification.
- Not share WSU Tech computer password(s) with other persons.