
Policy 105: Confidential Information

Related Policies

Adopted: November 21, 2019

Amended

I. Introduction

The Board of Directors at Central Penn College believes that Central Penn College's reputation is one of its most valuable assets. As such, employees of the College are expected to undertake their responsibilities on the College's behalf with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness.

II. Purpose:

This Board Policy codifies the College's current Confidential Information practice and procedure located in the Employee Handbook. The College's Confidential Information practices and procedures remain in effect, uninterrupted.

III. Definitions

Confidential: spoken, written, acted on, etc., in strict privacy or secrecy.

IV. Policy

Central Penn College strives to protect our confidential business information, trade secrets, and personal information of students and employees. Confidential information includes, but is not limited to, the following examples:

- Computer processes
- Student rosters, grades, and personal information
- Financial information
- Marketing strategies
- Pending projects and proposals
- Research and development strategies
- Technological data

If confidential or sensitive information is divulged, it could lead to disciplinary action, up to and including termination of employment.

V. Effective Date:

Immediately