

## **Union College Human Resources – Confidentiality**

(Effective November 16, 2012)

### **Policy Statement**

During the course of employment, Human Resources employees may have access to Confidential Information. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality. The release of any such Confidential Information may result in productive loss or cause legal or other non-beneficial impacts on Union College.

Confidential Information must be treated with respect and care by any workforce member who is authorized to have access to this information. Human Resource employees who are authorized to use or disclose Confidential Information also have the responsibility to safeguard access to such Information. Human Resource employees are authorized by Union College to access Confidential Information and have the responsibility to limit access to those that are allowed by permission and/or by law. The access must be appropriate to the employee's job responsibility. A breach is a violation of this Policy and/or State or Federal regulatory requirements resulting in the unauthorized or inappropriate use, disclosure, or access of Confidential Information.

Human Resources employees shall also comply with the terms of a Non-Disclosure and Confidentiality Agreement.

### **Reporting Responsibilities**

Any individual who commits, observes, or becomes aware of an unauthorized or inappropriate access, use, or disclosure of Confidential Information is responsible for promptly reporting such event to the Director of Human Resources or the Vice President of Administration and Finance.

The Director of Human Resources and/or Vice President for Administration and Finance will promptly review the facts giving rise to the potential breach and, when applicable, review the circumstances surrounding the breach, mitigation steps, and any harmful effect that may result from the breach. The Director of Human Resources and/or Vice President for Administration and Finance will determine appropriate sanctions concerning the breach.