TUSD
Tucson, Arizona

GOVERNING BOARD POLICY

POLICY TITLE: Treatment of Confidential Information

POLICY CODE: CCD

Purpose
The purpose of this policy is to identify information that would be considered confidential and to establish guidelines on the treatment and disclosure of confidential information.

Policy
It is the responsibility of all employees to protect against the unauthorized disclosure of confidential information.

This policy requires employees with access to student and employee information to refrain from sharing written, verbal or electronic information with others (both employees & non-employees) who do not require the information within the scope of their job or responsibility. This includes maintaining confidentiality in providing the student’s or employee’s name and/or any details that might identify the student or employee and relate him/her to a particular situation.

Unauthorized Disclosure of Confidential Information
Unauthorized disclosure of confidential information will result in serious disciplinary action, up to and including termination.

Adopted: June 7, 2005
Revised: January 17, 2013 [Cross Reference Correction Only]
Reviewed: April 8, 2013 [Footer Correction Only May 1, 2013]


CROSS REF: KDB – Public’s Right to Know - Freedom of Information
GBJ – Personnel Records
JR – Student Records;