

 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]

LEGAL REF.: A.R.S. 15-551, 15-537, 15-1042, 15-213, 13-3620, 32-2085

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