

NUMBER: 319  
SUBJECT: EMPLOYEE PRIVACY AND CONFIDENTIALITY  
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***319.1 – POLICY***

It is the policy of Bridgerland Technical College to respect the individual privacy of its employees. However, occasions may arise when, in order to protect the rights of one employee or guest, the actions of another employee must be reviewed. Employees will be requested to cooperate voluntarily with such reviews.

Employees will be afforded an opportunity to explain their actions. If, in the course of a review, an employee perceives that his or her privacy has not been respected, he or she should immediately contact any Vice President.

It is also the intent of the College to ensure the confidentiality of any information obtained about employees and/or students. It is critical that Bridgerland Technical College employees with access to confidential information ensure that this information is not released to anyone who does not have a legitimate need to know or who has not followed the appropriate legal procedures to obtain the information. It is also critical to guard against inadvertent release of information by discussing employee or student affairs in public places.

Any willful, intentional disclosure of proprietary information or intrusion of privacy will be considered sufficient cause for disciplinary action.