



## Guidelines Governing College Confidential Information

*Selkirk College Administrators, Staff and Faculty, including any contract faculty, auxiliary staff and contract employees.*

**“Confidential Information”** means information disclosed to, used by, developed by, or made known to the Employee in the course of the Employee's employment with the College which is not generally known by persons outside the College's organization including, but not limited to:

1. Information (printed, electronic or otherwise) pertaining to the College's past, present, future and contemplated students, employees, assets, operations, practices, methods, facilities, equipment, data, technology, research, marketing methods or strategies, finances, inventions, routines, policies, and procedures.
2. The College's intellectual property, as defined in the College's policies.

The Employee acknowledges that the Employee shall have access to and be entrusted with Confidential Information in the course of the Employee's employment or practicum with the College, and that the College's business would be irreparably harmed if such Confidential Information were disclosed to, or used by, any person outside the College.

The Employee acknowledges and agrees that the right to maintain the absolute secrecy of its Confidential Information is a proprietary right the College is entitled to protect.

Selkirk College is governed by the Freedom of Information and Protection of Privacy Act of British Columbia. All employees with access to personal information (student, employee, contract) records are responsible for maintaining the integrity and the confidentiality of those records.

College employees who have access to personal information are required to abide by this policy and:

- Not to make use of or permit unauthorized access to personal information. Employees may only review information which is required in the performance of their assigned duties, unless otherwise authorized by the individual.
- Not to release Confidential Information to any person except in accordance with allowances under the Act. This includes personal information such as registration status, address, phone number, birth date, grades etc. Any third party requesting information (police, legal representatives), should be directed to the individual or may be referred to the Registrar's or Vice President, Education and Students Offices. Any employee requiring assistance should contact the Director, Human Resources.
- Not to make personal use of confidential information which has been obtained through the conduct of their College duties. This includes development or sale of mailing lists.
- Not to remove or alter any official record except in performance of their duties. This includes both the paper and electronic versions of the records.
- To report any real or suspected violation of the integrity or confidentiality of the records to the Director of Learning Resources and the Registrar.
- To report any requests to breach this policy to the Director of Human Resources.

Please sign the statement below and keep a copy for your records. This document will be retained in your employee file.

\_\_\_\_\_  
Name and ID#

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Division

\_\_\_\_\_  
Date