



## **1.7 Confidentiality**

All College employees are expected to keep College business information, including but not limited to student information, confidential. Student information is also subject to the restrictions established by a federal law called the Family Educational Rights and Privacy Act. No sensitive or confidential information about the College should be accessed without proper authorization or shared outside the College. Sensitive or confidential departmental information may be shared with other College and University employees only with the express authorization of the department supervisor. With the opening of the Tampa Law Center, the College leases facilities to third parties who have similar expectation of confidentiality when the leased space is accessed by College employees. Access by College employees to such leased space is limited to those circumstances necessary for the efficient and orderly operation of the lease arrangement or other legitimate business reasons. Moreover, this same prohibition against accessing and disseminating confidential information applies with equal force to the tenants leasing space from the College. Disseminating sensitive or confidential information without appropriate authorization is subject to disciplinary action up to and including dismissal.

Re-printed from Employee Handbook, Section 1.7  
Updated July 2008