

Employee Privacy and Protection of Confidentiality

(Excerpt from Personnel Policies and Procedures Manual)

4.1.7 Employee Privacy

The University respects the rights and dignity of each employee and endeavors to protect and enhance the individual employee's right to privacy. University policy therefore prevents the release of employee information to outside sources without the employee's written consent. Exceptions may include such practical matters as employment verification and cases where, under applicable law, the university is required to release records.

4.1.8 Protection of Confidentiality

The University is committed to the development and maintenance of appropriate computer-based and physical systems to protect the confidentiality of employee records and files. The Director of Human Resources and the Vice President for Information Technology have special responsibilities to make these systems as secure as possible. These individuals develop and maintain a departmental structure that limits employees' access to records other than on a need-to-know basis. The University maintains employee medical records in a separate, confidential file to be released only in accordance with federal and state laws.