

## Policy 6.01

### Confidentiality Policy

Individuals employed at Beaufort County Community College may have access or the ability to view sensitive and/or confidential information. All employees must acknowledge responsibility to access and use such privileged information ethically and for appropriate purposes only. The college takes the privacy of such information seriously. Therefore, violators will be subject to disciplinary action up to and including termination of employment. The Board of Trustees therefore authorizes the President to establish and continuously update procedures and processes to protect sensitive, confidential, and personally identifiable information of students, employees, patrons, and visitors to the College.

### References

**Legal References:** 20 U.S.C. § 1232g; 34 CFR Part 99 (FERPA), NCGS 132 (Public Records)

**SACSCOC References:** CS 3.2.9, CS 3.9.2, CS 3.11.2, CR 4.8.2

**Cross References:** [Confidentiality Procedure](#), [Emergency Grant Committee Confidentiality Procedure](#), [Scholarship Committee Confidentiality Procedure](#), [HR Selection Committee Procedure](#)

### History

**Senior Staff Review/Approval Dates:** 1/25/2016

**Board of Trustees Review/Approval Dates:** 2/2/2016

**Implementation Dates:** 7/1/2016