

**Confidential Material**

Employees of Cazenovia College have access to academic, personnel, financial or other information that is considered confidential. Confidential Information shall mean any information or data (including without limitation, programs, methods, techniques, processes, patterns, compilations, and formulae) which is not generally known to persons who are not officers, agents, board members, or employees of the College, or which otherwise has been designated confidential by the College. Examples of confidential information includes, but it is not limited to, the following: personal information relative to past, present or prospective students, donors, staff, or faculty members, including social security numbers or other identification numbers; information relative to methods and procedures for pricing; information regarding marketing strategies, operational planning and strategies; changes in management or operations of the College; College financial information; passwords and the object code and source code to the College’s software; student information, including student and parent financial information, social security numbers or other identification numbers, and any and all student education records as defined by the Family Educational Rights and Privacy Act of 1947 (FERPA); medical information of students and/or employees of the College.

Employees are expected to maintain the confidentiality of such information and not disclose it to anyone who does not have an official, business need for it. No information should be copied, distributed or discussed with others or removed from your office without the approval of your immediate supervisor except in connection with College business. When in doubt, treat the matter in the strictest confidence and consult with your supervisor for clarification.

Upon termination of employment with the College for whatever reason, all material related to the College’s business that is in your possession or under your control, including but not limited to, all documents, lists, electronic information storage media, manuals, letters, notes and reports shall be promptly returned to the College, without deleting, copying or summarizing.

Compliance with this Policy is not intended to infringe on any Employee’s rights pursuant to the College’s Academic Freedom or Intellectual Property policies.

\_\_\_\_\_  
Employee/Student Name (printed)

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

PLEASE SIGN BOTH SIDES.2015