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(1) The College complies with applicable federal and state laws to manage employee records and protect the confidentiality and privacy of employee and student information. Confidential information refers to nonpublic information about employees and students. Examples of these laws include:

- (a) The federal Family Rights and Privacy Act (FERPA) which classifies most student record information as private. This information cannot be released to third parties (including parents) without signed consent from the student.
- (b) The Health Insurance Portability and Accountability Act of 1996 (HIPAA) protects personal health information created or used by employee sponsored health plans.

(2) All members of the campus community are responsible for adhering to these policies. Employees cannot use confidential information for personal reasons. The president is authorized to release confidential information, as appropriate, to court appointed officials upon receipt of written notice.