

**Effective Date:** November 2020  
**Previous Version:** None  
**Policy Owner:** Chief HR Officer  
**Approved by:** President  
**Approval Date:** 11/1/2020

## **CONFIDENTIAL INFORMATION**

All employees must maintain the confidentiality of information entrusted to them, except when disclosure is authorized by an appropriate officer of the University or required by law. Confidential information includes all non-public information that might be of use to competitors or other third parties or harmful to the University or its constituencies if disclosed; it also includes information that third parties have entrusted to the University.

An employee who improperly uses or discloses confidential information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

**[End]**