As required by federal and state law, members of the Board of Trustees and College employees have a legal duty to maintain the confidentiality of non-public, confidential records. From time-to-time and in the scope of their official duties, Board members and College employees are exposed to confidential information that should not be disclosed, in any fashion, except to those individuals or entities that have a legal right to have or view the information. Any College employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or, if necessary, General Counsel. Board members should seek clarification from the President or Board attorney. When violations occur, appropriate disciplinary action will be taken as prescribed in Policy 3.3.4 – Discipline Action, Suspension, and Dismissal for employees or the Board of Trustees Bylaws for trustees.

**REFERENCES**

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| **Statutory References** | N.C.G.S. §§ 115D-27 through 115D-29, 143-318.11; 20 U.S.C. § 1232g ("Family Educational Rights and Privacy Act") |
| **Regulatory References** | None |
| **Relevant Guidance** | None |
| **Policy Manual Cross-References** | Referencing:<br>● Policy 3.3.4 – Discipline Action, Suspension, and Dismissal |

**POLICY HISTORY**

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|---|---|
| **September 12, 2023** | Adopted. |
| **August 27, 2025** | Renumbered to Policy 1.2.1 from Policy 1.3 for organizational clarity and consistency with organizational structure of other sections. |
| **August 26, 2026** | Minor corrections made to reflect change in organizational structure. |