



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Board of Trustees and Governance Section

Policy 1.2.1 - Confidential Information

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/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, the Associate Vice-President of External Relations, or the Staff Attorney. 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 By-Laws for trustees.

Adopted:	September 12, 2023
Revised:	N/A
Legal Reference:	Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; N.C.G.S. § 115D-27, -28, -29; § 143-318.11.
Cross-Reference:	Policy 3.3.4 – Discipline Action, Suspension, and Dismissal (Referencing)