



<b>DIVISION</b>	<b>POLICY NUMBER</b>
II. College Employees	2.01.12
<b>CATEGORY</b>	<b>DATE</b>
2.01.12 Confidentiality	Adopted: 10/2017 Revised: 10/2020

2.01.12 CONFIDENTIALITY

The purpose of this Confidentiality Policy is to address the statutory and common law duties imposed upon Joliet Junior College (JJC or the College) and its employees to keep confidential certain types of information.

During the course of their employment with JJC, an employee may have, directly or indirectly, access to certain confidential and/or proprietary information regarding the operations of the College, including but not limited to information concerning students, employees, security, facilities and services of the College. An employee must treat such information and materials as confidential. An employee will not, during or after their employment with the College, disclose or transfer such confidential information to anyone outside of the College or within the College, except on a need to know basis to such individuals or entities as may be required and authorized by College policy or federal, state, or local law.

All employees will follow the JJC Confidentiality Procedure (2.01.12.00) and any other applicable policies and procedures which dictate the standards for confidential data held by the College.

Consistent with all applicable laws, policies and guidelines, employees must respect and safeguard the privacy of JJC, including its employees, students, agents, vendors, and affiliates, and will not distribute, disseminate, disclose, or otherwise share confidential information with other parties who are not authorized to receive such information.

A willful, knowing, or purposeful violation of any portion of this Confidentiality Policy or related policies, procedures, or any state or federal privacy law renders an employee subject to disciplinary action as outlined in any applicable collective bargaining agreement or College procedures or policies related to discipline.

Nothing in this confidentiality requirement diminishes an employee’s rights under the federal or state whistleblower statutes.