



## College of The Albemarle Policy

**Policy Number: 1.3**

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**Title: Confidential Information**

**Related Policy and Procedures:**

**Divisions of Responsibility: Board of Trustees; President's Office**

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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. Board members should seek clarification from the President or College attorney. When violations occur, appropriate disciplinary action will be taken.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; N.C.G.S. § 115D-27, -28, -29; § 143-318.11.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**