



Mount Holyoke College Employee Confidentiality Statement

Employees of Mount Holyoke College might have access to confidential or personal information about students, parents, staff, faculty, alumnae, donors, volunteers and customers. Confidential information is protected by College policy and by law, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended, the Gramm-Leach-Bliley (GLB) Act and Chapter 214 of the Massachusetts General Laws. Confidential information includes information that identifies or describes the individual (other than “directory information” for current students who have not limited the release of such information). Examples of personal information include home address and telephone number, birth date, social security number, income tax information, and salary information.

Accessing, using and/or disclosing such information for any reason other than the legitimate pursuit of the individual’s employment duties constitutes misuse.

The College expects that all employees will comply with the document entitled “Working with Confidential Information”.

All employees are expected to safeguard and refrain from disclosing passwords and other codes that allow access into College computer systems. Any access to electronic systems containing College data and made using an employee’s login and password is that employee’s responsibility. If there is a possibility that someone other than the employee has used his or her login information, he or she must immediately report the circumstances to the Networking and Systems Department in Library, Information, and Technology Services and request a new password.

An employee’s access to confidential information of the College is conditioned upon the employee’s acceptance of the obligations described in this Confidentiality Statement. Obligations to protect confidential information continue after termination of his or her employment.

Any misuse or unauthorized release of such information, either during or subsequent to the conclusion of employment at Mount Holyoke College, may be grounds for legal and/or disciplinary action up to and including discharge from employment with the College and civil or criminal liability.

**THE Campus Privacy and
Security Committee
Revised 2/21/06**