

# Policy 253 - Protecting Personal/Confidential Information

Lower Columbia College will protect personal (confidential) information entrusted to it to the maximum extent possible.

Collection, release and retention of confidential information shall be minimized. The College shall critically assess its need for information from employees and will request only that information necessary to carry out its mission. The College will guard the personal information entrusted to it, releasing it only under statutory or court order. Employees shall be notified of any court order for release of their confidential information so they may, if desired, exercise their privilege to object to the disclosure.

Confidential information will be controlled and protected. The commitment to safeguarding confidential information extends to discouraging the routine forwarding of e-mails containing confidential information and, when appropriate to forward, protecting it properly. Confidential or restricted access materials may not be taken off-campus without appropriate prior approval. The security of any confidential or restricted access materials removed from the office with appropriate approval is the responsibility of the employee.

The College will not sell or give confidential information to any unauthorized entity. This includes a prohibition against selling or giving of any lists of employees or members for marketing or campaign purposes.

Employees shall be given opportunities to review and correct their personal information held by the College. Employees may contact Human Resource Services to view their personal information.

As a condition of employment, employees shall provide their social security card upon hire. When an employee legally changes their name, a new social security card must be provided to HR within 60 days. The College will collect and track information using an Employee Identification Number.

Paperwork containing personal information will be disposed of by on-premises shredding or placement in secured containers for the purpose of shredding.

## Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by Governance Council: October 5, 2022
- Reviewed by WFSE: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by Executive Leadership Team-No Changes Needed: June 19, 2019
- Adopted: February 28, 2011

- Campus Review: January 21- February 4, 2011
- Reviewed by Leadership Team: October 25, 2010
- Reviewed by the Executive Leadership Team: October 13, 2010