



SUBJECT: 400 Human Resources

Policy: 407.3 Confidentiality

Effective:

Revised:

Reviewed:

As a part of an employee's job responsibilities, he or she may have access to or become aware of confidential information about students or other employees—e.g., grades, test scores, disciplinary proceedings, family history, medical information, age, religion, etc. The [Family Education Rights and Privacy Act \(FERPA\)](#) requires that employees treat this information properly and not release it, formally or informally, to unauthorized persons. If in doubt as to whether information is confidential or not, the best course of action is not to release it without authorization from a supervisor. Additionally, any medical records kept by the institution are subject to the restrictions detailed in the [Health Insurance Portability and Accountability Act \(HIPAA\)](#).

For information about this institution's policy with regard to personal information, a copy of [Great Falls College MSU's Gramm-Leach-Bliley \(GLB\) Act policy](#) may be found on the website. Further information about FERPA may be obtained from the Registrar. HIPAA information may be obtained from the Health Sciences Department Chair.