

CLARK ATLANTA UNIVERSITY

Policy 9.1.12: Employee Confidentiality



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Employee Confidentiality	
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Carlton E. Brown	02/06/13	
Signature of Approver	Date	

Table of Contents

Page

1.0 Policy Statement..... 3

2.0 Procedure Narrative..... 3

3.0 Entities Affected By This Policy..... 3

4.0 Definitions..... 3

5.0 Desktop Procedures..... 4

6.0 Appendix A..... 5

1.0 Policy Statement

Clark Atlanta University (the University/CAU) prohibits the unauthorized disclosure of confidential information obtained during the course of employment with the University. As a condition of employment with the University, employees are required to sign the Clark Atlanta University Employee Confidentiality Agreement (Appendix A).

2.0 Procedure Narrative

All new employees must have a current Confidentiality Agreement on file with The Office of Human Resources. By signing the Confidentiality Agreement the employee is agreeing to abide by the University's policies and procedures governing confidentiality.

Any access, use or disclosure of Confidential Information in any form – verbal, written, or electronic – which is inconsistent with or in violation of this policy may result in disciplinary action, including but not limited to, termination of employment.

All CAU employees are required to report any known or suspected incidents of disclosure of confidential information in violation of this policy. Employees should report violations to their supervisor, the Director of Human Resources or the Compliance Hotline (404-589-8006).

The stipulations of this policy are in effect both during an employee's tenure at the University and after they cease to be employed by the University.

3.0 Entities Affected By This Policy

All Faculty and Staff of the University

4.0 Definitions

Confidential Information – For the purposes of this policy confidential information is defined as information disclosed to the employee or known by the employee as a consequence of their employment and not generally known outside of the University.

5.0 Desktop Procedures

Completing the Employee Confidentiality Form

Step	Action
1	Employee attends new employee orientation
2	Form is given out during orientation
3	Employee returns the completed form to the HR representative at orientation

Reporting a Violation of Employee Confidentiality

Step	Action
1	Employee becomes aware of a violation of employee confidentiality
2	Employee should report violations to their supervisor, Director of Human Resources or the Compliance Hotline if they prefer to report the violation anonymously. The Compliance Hotline phone number is (404) 589-8006.



CLARK ATLANTA UNIVERSITY

Employee Confidentiality Agreement

In consideration of my employment and/or continued employment at Clark Atlanta University (the University), I agree as follows:

1. For purposes of this Agreement, "confidential information" is defined as information disclosed to me or known by me as a consequence of my employment, and is not generally known outside of Clark Atlanta University.

2. Both during my employment and after either voluntarily or involuntarily separating from the University I will hold the confidential information of the University in trust and confidence, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary, and with proper authorization, in the performance of my duties for the University. I understand that disclosure could be highly damaging to the University, its donors or others.

3. I will not remove materials containing confidential information from the University, unless authorized in writing to do so by my supervisor. Any and all such materials are the property of Clark Atlanta University. Upon termination of any assignment or as requested by my supervisor, I will return all such materials and copies thereof to my supervisor or a member of Senior Management.

4. I understand that if I violate this Agreement, I may be subject to disciplinary action or legal action or both.

Employee Signature

Date

Printed Name

Department