

**Confidentiality** - Employees who have access to confidential information about Carl Sandburg College, its employees, students, or donors may not communicate this information internally or externally to someone who does not have access to this information without prior written consent from the President or the Cabinet. Such correspondence (e-mail or otherwise) should be marked “Confidential.”

Unauthorized communication of personal information, such as the home addresses, telephone numbers, Social Security numbers, or information protected by FERPA or HIPAA or other state and federal laws, of employees or students including but not limited to accessing, transmitting, receiving, or seeking unauthorized, confidential information or information protected by FERPA or HIPAA or other state and/or federal laws about students or colleagues is strictly prohibited.

**Temporary Removal of Confidential Information from Campus** – There may be occasions when employees may find it necessary to remove document(s), laptop computers, and removable storage devices containing confidential information and non-public private personal information from College premises. If sensitive data is transported in computer-readable storage media and devices, employees must take reasonable precautions to ensure the security of the media and the information it contains. In such cases, employees are required to:

- Retain direct secure control of the document(s), laptop, and/or removable storage device;
- Not leave confidential information (in any format) in vehicles;
- Encrypt electronic information coordinated and approved through the Technology Services department prior to transport off campus;
- When staying in a hotel, do not leave laptops, mobile devices, removable data storage devices, and paper documents unsecured;
- Obtain permission for removal of confidential information from supervisor or Cabinet.

**Report of Missing / Stolen Data** – Missing and/or stolen data must be reported immediately to your supervisor and Technology Services. Timeliness of reporting missing and/or stolen data is vital as to ensure the protection of both the college and individual employee’s personal data.