

TITLE: Confidentiality Policy

PURPOSE:

To explain institutional employees' obligations to avoid releasing confidential institutional information.

POLICY:

Unless properly authorized by the institution, it is the responsibility of all employees to maintain the confidentiality of:

- Proprietary information of Moravian College or Moravian Theological Seminary.
- Information entrusted to the institution by trustees, employees, students, or other visitors which is not readily available to the public.

Employees are to refrain from discussing confidential institutional information or business with outsiders and anyone else without a legitimate need to be aware of the information. Employees should refer outside inquiries regarding the institution to the appropriate vice-president authorized to respond to the particular inquiry.

SOURCE DOCUMENTS

REFERENCED POLICIES

[Policy Acknowledgment](#)

SCOPE OF POLICY

- X **Moravian College**
 - X Administration
 - X Faculty
 - X Support staff
- X **Moravian Theological Seminary**
 - X Administration
 - X Faculty
 - X Support staff

4/15/2014