

**CONFIDENTIAL  
INFORMATION**

*Date Reviewed/Approved: 11/19/2007*

*Policy Number: 7315*

---

*Rescinds Policy Number:*

*Issued:*

---

Employees have an absolute duty to maintain the confidentiality of records as required by law. Employees, by the nature of their occupation, are exposed to confidential information which should not be repeated or discussed except with those recognized by law as having a right to the information. Any employee who is not sure whether particular information may be protected by state or federal confidentiality laws should seek clarification from his or her immediate supervisor or the assistant superintendent for human resources. Where violations occur, appropriate disciplinary action will be taken.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; G.S. 115C-47(18), 115C-402

Cross References: Communicable Diseases (policy 4230), Student Records (policy 4700), Public Records (policy 5070)

Adopted: