

Policy 3.011.            Confidentiality of Information

C.E.S. requires that employees who have access to confidential information be aware at all times of the need to protect confidential data. Employees should never discuss such confidential information with other employees or any other person, unless there is a specific professional purpose related to the program of a C.E.S. student or client.

ADOPTED: December 13, 1990

REVIEWED: June 1, 2000