

COLUMBUS TECHNICAL COLLEGE FOUNDATION, INC.

CONFIDENTIALITY POLICY

No employee of the College or Foundation or Board of Trustees shall release data or information of a confidential nature concerning Columbus Technical College Foundation, Inc. without authorization from the President of the College and the Chair of the Board of Trustees.

Any employee of the College or Foundation or Board of Trustees who believes his or her personal action or interest, or the actions of others, may violate this policy has the obligation to disclose this matter with the Executive Director of the Foundation. It is the responsibility of all employees and Board of Trustees to be aware of, and observe and protect the Confidentiality of Foundation data and information.

The interpretations of confidential data and information are the responsibility of the Executive Director of the Foundation.

Public disclosure of any facts must not embarrass the Columbus Technical College Foundation, Inc.

APPROVED

CHAIR


COLUMBUS TECHNICAL COLLEGE FOUNDATION, INC.

DATE

6/24/09

PRESIDENT


COLUMBUS TECHNICAL COLLEGE

DATE

6/24/09