



Wellesley College Employee Confidentiality Policy

In accordance with the trust placed in its employees by the College and its users, all Wellesley College employees are responsible for maintaining the confidentiality of the sensitive data with which they work, including but not limited to personally confidential information about individuals who work or study at the College. For the purposes of this policy, Wellesley College employees include administrative staff, student employees, union staff, term, contract or casual employees, and faculty.

Wellesley College maintains a number of policies to protect information possessed by the College. In accordance with these policies, all employees must protect all sensitive information by using such information only for approved purposes, controlling its dissemination, and reducing to the extent reasonably possible the risk of its unauthorized use or disclosure.

Additionally, Wellesley College employees may have access to other kinds of sensitive information that is protected by Federal, state, or local laws and regulations.

Wellesley College employees are required to comply with all applicable laws and regulations and College policies. The failure to comply with Wellesley College policies or applicable laws and regulations regarding the use and safeguarding of sensitive information, or to protect other sensitive information not specifically covered by such policies, laws, or regulations, may result in disciplinary action. Disciplinary action may include termination of employment or enrollment at Wellesley College.