


<p style="text-align: center;">Tucson Unified School District</p>  <p style="text-align: center;">GOVERNING BOARD POLICY</p>	POLICY TITLE: Treatment of Confidential Information
	POLICY CODE: CCD
	LEAD DEPARTMENT: Superintendent's Office

Purpose

The purpose of this policy is to identify information that would be considered confidential and to establish guidelines on the treatment and disclosure of confidential information.

Policy

It is the responsibility of all employees to protect against the unauthorized disclosure of confidential information.

This policy requires employees with access to student and employee information to refrain from sharing written, verbal or electronic information with others (both employees & non-employees) who do not require the information within the scope of their job or responsibility. This includes maintaining confidentiality in providing the student's or employee's name and/or any details that might identify the student or employee and relate him/her to a particular situation.

Unauthorized Disclosure of Confidential Information

Unauthorized disclosure of confidential information will result in serious disciplinary action, up to and including termination. See Policy – Discipline, Suspension, and Dismissal of Staff.

Adopted: June 7, 2005

Revision:

Review:

LEGAL REF.: A.R.S. 15-551
 15-537
 15-1042
 15-213
 13-3620
 32-2085

Future CROSS REF: KDB – Public's Right To Know – Freedom of Information; GCQF – Discipline, Suspension, and Dismissal of Staff; GBJ – Personnel Records; JR – Student Records;

Replaces TUSD Policy #