

# Asheville-Buncombe Technical Community College (A-B Tech) Policy Manual

## Policy 514: Access to Secure Information

It is the policy of the Board of Trustees, an expectation of the College, and a condition of employment or official affiliation with the College, that sensitive information be protected from unauthorized disclosure.

## Scope

Applies to all A-B Tech employees, students, volunteers and interns.

## Definitions

Sensitive Information: Confidential or proprietary information which, if compromised through alteration, loss, misuse, or unauthorized disclosure, could cause serious harm to the employees or to the College in general. Emphasis is on the Federal Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), and Protected Health Information (PHI), which are referred to and defined in the procedure.

## References

Reviewed by the Executive Leadership Team March 7, 14, 21 and 28, 2012

Reviewed by the College Attorney, March 30, 2012

Reviewed by the Board of Trustees Executive Committee, April 20, 2012

## Policy Owner

Vice President of Human Resources & Organizational Development, Ext. 7178

See Access to Secure Information Procedure

Approved by the Board of Trustees on May 7, 2012.