

CONFIDENTIALITY POLICY

In the course of employment with the Cooperative, employees may produce and receive information that must be kept confidential. Confidential information includes inside information obtained during the course of employment relating to the Cooperative's internal affairs, and also includes information relating to students or staff that is protected under federal law. Cooperative employees shall not disclose nor transmit such confidential information concerning students or staff, or confidential internal information, and shall use extreme care to protect against the negligent or inadvertent disclosure of such information.

Requests for public information should be directed to the Director. Any such requests will be handled in accordance with state and federal law and Cooperative Board policy.

Policy Adopted: June 16, 2010