

**POLICY
4320**

**SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696**

UNAUTHORIZED RELEASE OF POLICE INFORMATION

Employees of Schoolcraft College have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. Much of the information processed by Schoolcraft College employees is confidential, and its release is governed by law; for example, driver record and vehicle ownership information. These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access or release information contained in the records and files of this College, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with work area procedures.

If an employee is approached to provide information inappropriately, including digital images and signatures, the employee must refuse to release the requested information and immediately advise supervision.

It is a very serious offense for an employee to access, release, or use for personal purposes, confidential information obtained in the course of employment. A violation of this policy is just cause for disciplinary action up to and including dismissal. In addition, the department may request criminal charges be filed against the employee, which could result in a felony conviction.

Adopted – September 27, 2006
(2006-76)
Reviewed—Human Resources—No Changes
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