

# **Clatsop Community College**

**Code: 4.210**  
**Adopted: 11/89**  
**Orig. Code: 2.015**

## **STAFF RELEASE OF COLLEGE/STUDENT INFORMATION**

Employees will learn many things about College business or records which are regarded as confidential. Information to which employees have access to because of the nature of their positions must not be used or released for any purpose not consistent with job responsibilities.

Request for information should be referred to the appropriate supervisor or administrator. Information concerning a student's enrollment, performance or behavior is confidential. Requests for such information should be referred to the registrar. Since some information concerning staff is also confidential, requests for information should be referred to the Personnel office. Release of information without proper authorization may result in disciplinary action.

**END OF POLICY**

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Legal Reference:

ORS Chapter 341