

CLIENT CONFIDENTIALITY

It is the intent of the Southwest Technology Center Board of Education to set forth a statement of policy with respect to confidentiality of certain information that employees may receive as a result of programs through which the district provides assistance to outside industry. This policy applies to personnel of all levels within the district, including teachers, administrators, and all other employees. All references to “employees” in this policy shall apply to all of the foregoing.

Certain employees of the district will, from time to time, come into contact with confidential or proprietary information of clients of this district. It is the policy of this district that any confidential information received from a client using one of the services of the district remain confidential. Therefore, it is prohibited for any employee to disclose information of a confidential or proprietary nature to any outside person or entity without the consent of the client involved. An example of the application of the foregoing policy, without limiting its applicability, would be the use of information received from companies using the bid assistance program of the district.