

### **Policy Statement on Privacy and Confidentiality**

Suffolk County Community College places a high priority on maintaining the confidentiality of its records, documents, agreements, and all other protected information.

In the course of an employee's duties, access to confidential information about students, employees, other individuals, or the College may be granted. The institution's confidential information includes policies, business practices, financial information, and technology such as ideas and inventions (whether this information belongs to the College or was shared with us in confidence by a third party).

Access to confidential information is for the purpose of performing job duties and  
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