



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Confidentiality

Policy:

All Alcorn State University employees are to hold “confidential” information in strict confidence, and shall not disclose, discard or distribute any University information/documents unless a request is made in writing by an authorized legal entity. Violation of this confidentiality policy may be grounds for immediate termination. All employees, upon hire, shall sign an acknowledgment form regarding the confidentiality policy.