All members of the Florida Gateway College (FGC) community are responsible for ensuring that their handling of information about individuals is consistent with the FGC’s policy on privacy of information (see 6Hx12:12-21). This policy applies to all records of the College and to any other appearances of all or part of the information in those records.

The privacy of individuals must be protected, regardless of the form or the location in which the information about them is stored, including computer media. Access to personal information must be limited to authorized users for approved purposes. Such information must be safeguarded from unauthorized access. FGC personnel who are authorized to access personal information about others should not make unauthorized disclosure or use of it.

The availability of computerized information about individuals may appear to encourage the use of those records for purposes beyond those for which the information was originally collected. Such secondary uses of information about individuals are inappropriate, unless undertaken in accordance with the College’s policy on privacy.

History: Adopted: 11/11/09; Effective: 11/11/09