

Subject: Confidentiality
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USC Beaufort faculty and staff are entrusted with the safekeeping of highly sensitive and confidential information. This information concerns faculty and staff employees, students, and applicants for employment and other matters. Although we must work with this information in order to perform our jobs, our jobs also require our strict adherence to state laws and regulations and University policies and procedures relating to the confidentiality of these records and Information.

In accordance with USC Policy Human Resource 1.39, "Disciplinary Action and Termination for Cause" the unauthorized release of records information contained therein as an infraction of University policy serious enough to lead to dismissal on the first offense. In addition, the State Freedom of Information Act exempts from disclosure "... information of a personal nature where the public disclosure thereof would constitute unreasonable invasion of personal privacy..." Anyone at USC Beaufort who violates the trust our employees, students and applicants have placed in us to protect their confidential records and information will be dismissed.

Accordingly, it is necessary that all classified personnel acknowledge and confirm their understanding of the confidentiality of records and Information under our custody and control by signing a Memorandum of Understanding upon employment with USC Beaufort. This form will be retained in the Business Office.