



**Sowela**  
**TECHNICAL COMMUNITY COLLEGE**  
[www.sowela.edu](http://www.sowela.edu)

**TITLE: EMPLOYEE PRIVACY POLICY**

**EFFECTIVE DATE:** May 15, 2007

**LAST REVISION:** December 20, 2007

Policy No. 6.033.1

**Policy Statement**

**Employee Privacy**

**Introduction**

1. This Employee Privacy Policy Statement (the “Privacy Policy”) contains the policies, procedures and practices to be followed by Sowela Technical Community College and any of its pertaining to the collection, use and disclosure of personal information (the “personal information”) of an identifiable person (the “employee”) that is a present, future or former employee of Sowela Technical Community College.
2. Sowela recognizes the confidential nature of the personal information in its care and is accountable for the compliance of itself and its faculty, staff, and administrators, including consultants and independent contractors (the “Staff”) in protecting this personal information.
3. “Personal information” has the meaning of any information or collection of information in any form, whether oral, electronic or written that pertains to the employee excluding information that is publicly available in its entirety. Personal information will also include any publicly available information that is combined with non-publicly available information.
4. Personal information includes but is not limited to name, home address, home phone number, home email address, identity verification information, Social Security number, physical description, age, gender, salary, education, professional designation, personal hobbies and activities, medical history, employment history, credit history, contents of resume, references, interview notes, performance review notes and emergency contact information.
5. Personal information will not include the employee’s business title, and business address and contact information when used or disclosed for the purposes of reasonable business communication.
6. Sowela will implement policies and procedures that give effect to this Privacy Policy including procedures to protect and secure personal information, procedures to receive, investigate and resolve complaints, procedures to ensure adequate training of the employees concerning Sowela's privacy policies, and procedures to distribute new and current information pertaining to Sowela's Privacy Policy.

7. Sowela and the employees will at all times respect the confidentiality of the personal information placed in its care. Sowela will endeavor to ensure that the policies affecting the collection, storage and disclosure of personal information reflect the confidential nature of the information.
8. Sowela will comply with all applicable privacy legislation and regulations in force now and in the future related to protecting the confidentiality of personal information.

**Purposes for which Personal Information is Collected**

9. Personal information will be collected, used and disclosed for purposes pertaining to the employee's employment relationship with Sowela, including but not limited to the administration of employee hiring, performance reviews, the administration of employee payroll, processing of employee benefit claims, and for the purpose of complying with all applicable state and federal labor and employment legislation.
10. The purposes for collecting personal information will be documented by Sowela. personal information will only be used for the stated purpose or purposes for which it was originally collected. The purposes for which personal information is being collected will be identified orally or in writing to the employee before it is collected. The person collecting the information will be able to explain the purpose at the time that the information is collected.
11. Sowela may use personal information for a purpose other than the originally stated purpose where the new purpose is required by state or federal law or where Sowela has obtained consent in writing from the affected employee for each new purpose.

Source of Policy: HR  
Related Policy: LCTCS

Approved by: \_\_\_\_\_  
Chancellor

Responsible Administrator: Human Resources  
LCTCS Policy Reference: NA  
LCTCS Guideline Reference: NA  
Date: \_\_\_\_\_