



Policy Name: Confidential Information Policy

Policy Number: 3104

I. Policy Statement

All employees shall maintain Hebrew Union College -Jewish Institute of Religion’s (“College-Institute”) proprietary and/or non-public verbal, written, or machine-readable information in a manner which protects this information from disclosure and exposure and ensures its privacy and safety.

II. Purpose of Policy

An expansion of the policy statement, detailing its obligations and requirements

III. Applicability (Audience)

All employees shall maintain Hebrew Union College -Jewish Institute of Religion’s (“College-Institute”) proprietary and/or non-public verbal, written, or machine-readable information in a manner which protects this information from disclosure and exposure and ensures its privacy and safety.

IV. Definitions

Provide definitions for any specific terminology in the document.

V. Procedures and Implementation

Confidential information (verbal, written, or machine readable) is accessible to employees through the course of employment at HUC-JIR, is proprietary or non-public information of the HUC-JIR, and is considered confidential. All confidential information should be maintained by all employees in a manner which ensures its privacy and safety. This policy is designed to set the rules that will protect this information from exposure.

Information that is classified as confidential includes, but is not limited to, the following:

- Employee information such as salary data, benefits, address, social security number, etc.

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Previous Revision Dates: 5.2022



- Student information
- Faculty and staff information
- Alumni lists
- Donor and prospective donor lists
- Grant information
- Business plans
- Program information
- Financial and technological information
- Documents, processes or other elements explicitly marked as confidential
- Any other knowledge acquired by employees during their employment

In the course of their employment, employees will have various levels of authorized access to confidential information so as to conduct their business. When doing so, the following rules strictly apply:

- No amount of confidential information will be disseminated to anyone outside of HUC-JIR who is not authorized
- The disclosure of information inside HUC-JIR will be limited to those with authorized access and legitimate reason to require that information
- The information will not be used for the personal benefit or profit of the employee or any other except the company
- The employee will have access only to the amount and type of information required for the completion of their job responsibilities and no more
- Employees must limit to a minimum the occasions when they take confidential information out of the office
- Employees will not have discussions about confidential information in open areas (e.g., cafeteria, hallways, etc.) where individuals who do not have a need to know this information could overhear the conversation.
- When perusing or sharing information through electronic means, all precautionary safety measures must be in effect
- Confidential information must not be left unattended or unlocked
- Unauthorized replication of information is prohibited
- All copies of confidential documents must be shredded when no longer needed

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HUC-JIR will take measures to ensure that confidential information is well protected. Those measures include but are not limited to:

- Databases will be protected with all available security measures
- Paper documents will be safely stored and locked
- Authorization of access will be carefully controlled
- Employees will sign HUC-JIR's Confidentiality Information Policy

VI. Enforcement

All employees are obligated not to disclose confidential information. This obligation will remain in effect at all times during and following the employee's employment with HUC-JIR. Breach of this non-disclosure obligation could cause irreparable damage to HUC-JIR and to others. Accordingly, as a condition of employment with HUC-JIR, each employee agrees that he or she will make no impermissible disclosure during or after the employee's employment with HUC-JIR.

Employees who disclose confidential information to those without a legitimate need to know or who disclose confidential information observed or heard without proper authorization may be subject to corrective action up to and including termination.

If an employee overhears or observes another employee sharing or discussing confidential information in an inappropriate area, the National Office of Human Resources or HUC-JIR's Compliance Officer should be contacted. They will investigate the allegations.

VII. Policy Owner, Management and Point of Contact Information

The Chief Financial Officer/Vice President of Finance and Administration is HUC-JIR's Compliance Officer.

Global Director of Human Resources
hr@huc.edu
513-487-3215

VIII. Exclusions

None.

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IX. Effective Date

June 2022

X. Related HUC-JIR Policies and Documents

Code of Ethics Policy 3101
Conflicts of Interest 3102

XI. Notification of Policy Changes

The College-Institute reserves the right to change this policy at any time. This policy is posted on the HUC-JIR website, Employee Handbook and Faculty Handbook.

XII. Appendices, References, and Related Materials

This section provides links to external guidelines, federal, state, or local laws or regulations relevant to the policy.

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