

## **CONFIDENTIALITY POLICY**

### **GENERAL POLICY**

Library employees are required to perform their assigned duties in a professional manner consistent with the professional and ethical standards of this organization.

Employees are obligated to preserve the confidences of this organization during their employment and even after the termination of employment.

It is expected that employees must never knowingly:

1. Reveal a confidence of a customer.
2. Use a confidence of the customer to the disadvantage of the customer.
3. Use a confidence of the customer for the advantage of a third person, unless the customer consents after full disclosure.
4. Discuss or divulge any information regarding issues or problems concerning the customers or engage in rumor spreading or malicious gossip concerning the customers.

Failure to uphold these professional standards could result in discipline, up to and including, termination. Failing to maintain confidentiality could also result in a lawsuit by the client whose confidences have been violated.

History Adopted November 16, 2004, Reviewed July 2006, Revised December 2012, Reviewed October 2019