

# Northwest Missouri State University

## Policy and Procedures Manual

**Chapter** General Administrative

**Section** Confidential Information

### I. Purpose

The following explains the University's policy on confidentiality.

### II. Policy

University personnel shall not disclose or otherwise use confidential information obtained in the course of their official capacity at Northwest in any manner with the intent of securing or actually resulting in financial gain for the employee, any other person, or any business.

*[taken from Faculty Handbook last revised Spring 2010]*