

Confidentiality Policy

Policy

Members of the Worcester Polytechnic Institute (“WPI”) community whose position requires interaction with WPI’s administrative information systems are often provided access to “confidential information” in order to perform essential job functions. “Confidential information” includes but is not limited to: passwords, financial information, business plans, staffing and operations records, employment records, student records, contractual undertakings by WPI, proprietary information, and any information that is not publicly available. Confidential Information may also include any information that, given the circumstances, should reasonably be recognized as confidential.

In the interest of ensuring the secure and proper access to, and use of, Confidential Information, and out of respect for the privacy of others, WPI has established the following operational principles:

1. Individuals who have access to Confidential Information will use it only as required to perform their assigned duties and will not disclose such information to any other person who is not also separately authorized to receive or view it, unless such a request to disclose is approved by WPI’s Division of Talent and Inclusion or the Office of General Counsel.
2. All Confidential Information remains the exclusive property of WPI.
3. Individuals who have access to Confidential Information must, among other things, maintain its confidentiality and only view the information in the strictest of confidence.
4. Use of WPI’s Confidential Information (or any WPI information) for profit or personal gain is strictly prohibited.
5. Occasionally, there may be legitimate requests for Confidential Information related to legal, judicial, or government proceedings. In such circumstances, Confidential Information shall not be disclosed without the prior written approval of the Office of General Counsel.
6. Questions about the proper handling of Confidential Information should be directed to the Division of Talent and Inclusion or the Office of General Counsel.

Enforcement

Any person that violates this policy will be subject to disciplinary action, which may include loss of access to the Confidential Information, termination or dismissal from WPI, or other appropriate disciplinary action.