

## **Confidentiality Policy at Wilberforce University**

All inquiries regarding current or former employees are to be sent Human Resources. No University employees are to give reference information to outside sources. In addition, should any former employees contact you regarding any University matters, refer them to the Human Resources Department to have their questions answered. The Human Resources Department is the only department at the University to verify current or past employment. Please direct employment verification inquiries to extension 5520.

### ***Wilberforce University Confidentiality Policy***

*It is the policy of Wilberforce University to ensure that the operations, activities, and business affairs of the University, its students and employees are kept confidential to the greatest possible extent. Employees who acquire or work with confidential or proprietary information about Wilberforce University, its students and employees are responsible for maintaining the confidentiality and security of such information.*

*Employees who are found to have violated this policy are subject to disciplinary action, up to and including termination.*