

## **CONFIDENTIALITY OF INFORMATION**

It is the policy of Langston University to handle confidential information with the utmost security. Confidential information includes, but is not limited to employee home address, telephone number, birth date, net salary, marital status, etc.

The only information released to the public without the employee's written authorization is employment date, job title, and gross salary. If the employee wants any and all information disseminated to the questioning agency, said employee must do so in writing.

If written "Employment Verification" forms are received, bearing the signature of the employee in question, the answering office will release any and all information requested.

The security of confidential information as they relate to employment applicants is also important. Confidential information of employment applicants (including but limited to, transcripts, race, sex, I-9 form, etc.) will not be disseminated. In order to review the personnel files of employees or application files of applicants the proper "File Review" form must be completed.