



<b>Policy title</b> Employee Records Confidentiality	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Business and Human Resources Office

## Policy statement

Nebraska Wesleyan University policy is to safeguard personal employee information in its possession to ensure the confidentiality of the information.

The University maintains the right to communicate and distribute such University information as it deems necessary to conduct University operations.

Questions about this policy and implementation procedures should be referred to the Human Resource Office.

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Last revised date March 7, 2009