



# University of North Alabama

## Employee Policy Manual and Handbook

### Confidential Information

An employee of the University may have the occasion to deal with information which is of a confidential nature. It is imperative that the employee respect the confidentiality of information by not discussing it with anyone except those in a position to have a need for the information. If there is doubt as to whether the information is confidential, the employee should ask his/her supervisor for guidance.