519 Privacy in the Workplace

While GGU reserves the right to conduct video surveillance of non-private workplace areas, it is the policy of the University that no individual or group of employee(s) record in any format conversations or actions (through video, audio, telephone, computer, photograph or any other means that is currently available or developed in the future) of other employees without prior consent of all parties involved or authorization of the University either through prior approval or sanction of University events. Furthermore, computers, desks, and telephones are the property of the University. As such, employees should not have an expectation of workplace privacy. The University will not be held liable for any such action taken by individuals or groups.

Additionally, the University recognizes the importance of protecting access to nonpublic personal information. Data will only be collected that is legally required and pertinent to the effective conduct of GGU business. It is the responsibility of every employee to protect sensitive and/or confidential information from unauthorized access. GGU restricts access to information including social security numbers, personnel files, medical records, or other information of a sensitive nature to those employees or service providers who need to know the information in order to provide products, services, or conduct University business. Employees who encounter unauthorized or exposed confidential information should immediately report it to their supervisor or Human Resources. It is expected that all employees protect sensitive information from unauthorized persons and/or businesses.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment and/or may be subjected to criminal/civil prosecution/legal action.