

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: CONFIDENTIAL INFORMATION

Policy Statement: Employees shall not use confidential information acquired in the course of employment to further his/her own or others' economic or personal interests.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 8/1/2013

Policy History: 9/17/2013

Keywords: confidential, privacy

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