

# **CONFIDENTIALITY AND INFORMATION MANAGEMENT**

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## **Ethics Statement**

Total access to personnel information is imperative to be effective employee advocates. Management of this information must be handled with the utmost integrity. Specifically, open conversations (either in terms of style or environment) must be weighed objectively and carefully. Employees' personnel data represents the most intimate part of their work lives. We must treat this with empathy and respect for privacy.

## ***POINTS TO GUIDE JUDGMENT***

### **Protecting Confidentiality**

***IMPACT OF IMPLEMENTATION***

- § Following procedures when handling confidential information will ensure confidentiality for customers and the integrity of the SMU Time Manager function.

**Consequences**

Breaching this inherent trust leads to these consequences:

- § Diminishes trust with colleagues and customers
- § Diminishes overall credibility of the entire school
- § Could lead to formal discipline up to and including termination

SMU Time Manager representatives should hold others in the department accountable for fulfilling the Ethics Statement and for remembering their commitment to the SMU employees.

***Please sign to indicate that you have read this document and agree to abide by these confidentiality requirements for employment at Southern Methodist University.***

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*Signature*

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*Date*