

Confidentiality Policy of Software Engineering (SE) Boot Camp at Queensborough Community College

Respecting the privacy of our student, faculty, and staff is a basic value of the Continuing Education Department at Queensborough Community College (QCC). Personal and financial information if any, appeared in the class recording file is confidential and should not be disclosed or discussed with anyone without permission or authorization from the instructor and the students. Class recording files should be watched online only.

Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that recording file containing confidential information are not left in the open or inadvertently shared.

Instructors, students and staff members of SE Boot Camp may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the policy of Continuing Education Department at Queensborough Community College that such information must be kept confidential both during and after SE Boot Camp program.

Students, staff and faculty are expected to erase materials containing privileged or confidential information at the time of separation from the program. Unauthorized disclosure of confidential or privileged information is a serious violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

Certification

I have read Software Engineering Boot Camp's policy on confidentiality and the Statement of Confidentiality presented above. I agree to abide by the requirements of the policy and inform my instructor and program assistant immediately if I believe any violation (unintentional or otherwise) of the policy has occurred. I understand that violation of this policy will lead to disciplinary action, up to and including termination of my study with Software Engineering Boot Camp Program at QCC.

Signature _____ Name _____ Date _____