

COLORADO STATE UNIVERSITY SYSTEM

Policy and Procedures Manual

SUBJECT: GOVERNANCE

Policy 109: CSUS Board Confidentiality Policy

Board Policy

This Confidentiality Policy applies to all CSUS personnel, including employed students, interns, faculty, staff, administration, and Board members. The policy imposes strict requirements on all persons to protect confidential information acquired in the conduct of their official responsibilities. Specifically, Board members, officers and invited attendees must maintain as confidential information all matters discussed in Executive Session of the Board, unless waived by Board Resolution for a specific Executive Session. Only the Board may waive any confidentiality or privileged matter and only by specific resolution.

Procedures

- A. Confidential Information includes but is not limited to such matters as:
1. Student records, health records, research information, legal advice, and other information deemed confidential or privileged pursuant to law.
 2. All information discussed in properly conducted Executive Sessions of the Board designated as confidential by the open meetings laws (CRS 24-6-101 *et seq.*).
 3. All documents or records for which a custodian of records may deny or shall deny inspection under the Colorado Open Records Act shall be deemed confidential information under this policy. (See: CRS 24-72-204).
- B. The CSUS General Counsel periodically reviews and updates this policy as may be required by law.

History: Policy and Procedures Manual effective October 4, 2013 by Board Resolution Amended August 2, 2017 by Board Resolution