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## **Statement on the Process for Preserving Confidentiality**

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*June 2022*

While in the service of ACCJC, Commissioners, ACCJC committee members, other Commission representatives or consultants, and members of peer review teams, may have access to or obtain information that is otherwise not available to the general public including matters of a confidential nature concerning ACCJC's practices, accredited institutions, employees, and students at those institutions, and other similar matters. Throughout the duration of their relationship with ACCJC and thereafter, Commissioners, ACCJC committee members, other Commission representatives or consultants, and members of peer review teams shall treat all such information in a confidential manner.

Confidential documents include, but are not be limited to, personal notes by the Commissioners, team and committee members, institutional self-evaluations, team reports, committee reports, institutional audits, letters or memos to or from ACCJC and any documents containing information that would generally be considered proprietary by the institution or ACCJC.

Accordingly, Commissioners, ACCJC committee members, other Commission representatives or consultants, and members of peer review teams must take reasonable measures to assure the confidentiality of documents or information (physically or electronically) in their possession and may only discuss the contents of such documents or information with anyone required to have the information in connection with the matter under review.

At such time as continued possession of such documents is no longer necessary, Commissioners, team and committee members who are in possession of such documents will be expected either to return them to ACCJC or delete them from their possession. Commissioners, team and committee members are not permitted to physically or electronically store or retain such documents in their possession following their usage for the relevant institutional review. At the adjournment of Commission, team, and committee meetings, ACCJC staff may ask that some or all of the documents pertaining to the institution be returned to the ACCJC.

*Adopted June 2013; Revised June 2022*

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