



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.37	Notification of Breach of Information

All members of the Orange County Community College community are obligated to report when they learn of instances of unauthorized acquisition, access, use, or disclosure of an individual's Personal, Private and Sensitive Information (as outlined in **BP2.38** – Personal, Private and Sensitive Information).

If a member of the College community has a reasonable belief that a breach in the security of Private Information (PI) has occurred, he or she must notify the appropriate College personnel. The College shall investigate all such reports and provide appropriate notice to those affected by the breach. Notification will also be made to federal and New York State agencies in accordance with applicable federal and state requirements.

Violations of this policy may subject individuals to legal and/or disciplinary action, up to and including the termination of employment or contract with the College, or, in the case of students, suspension or expulsion from the College.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: February 21, 2018