

**Walla Walla Community College
Board of Trustees Policy
Executive Limitations: Treatment of People
Policy Number: 1009**

The President shall set and maintain organizational expectations and norms that ensure their safe treatment, respect, dignity, confidentiality, and privacy of community members and students.

The President shall:

1. Ensure application forms or procedures are treated with the necessary confidentiality and privacy.
2. Not use methods of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the information elicited.
3. Establish with the community members and students a clear understanding of what may be expected and what may not be expected from the service offered.
4. Encourage community members and students to use established grievance and complaint procedures.
5. Operate with written procedures which clarify the rules for students.

Policy Contact: President

Approved by: WWCC Board of Trustees

Date Originally Approved: December 19, 2018

Last Reviewed/Revised: _____