

ALM

ARTICLE 16 - PERSONAL RIGHTS

TA 2/19/26 JAD

- 16.2. **Privacy.** The College shall respect the privacy of employee's offices, communications, and electronic records including but not limited to employees' mailbox, email, phones, computers, LMS messages, chat, and personal material. The College will only access and review such records and materials when there is a good faith reason to do so to comply with applicable law, investigate documented complaints, respond to physical threats to people or property, or in situations that present a substantial legal or financial risk to the College. Exceptions to such notice may be justified due to emergency situations, shall be limited as much as feasible, and shall be reported as soon as feasible to the employee and the Association. Any access will be limited to the identified issue, and breach of normal privacy in these circumstances shall be done with the cooperation of, and in the presence of, a third party. Nothing in this provision shall be interpreted to restrict the College's ability to comply with applicable law. ~~The privacy of an employee's mailbox, office, e-mail, phones, computer, and personal material shall be respected. No information from these sources shall be gathered, stored or exchanged. Exceptions to such notice may be justified due to emergency situations, shall be limited as much as feasible, and shall be reported as soon as feasible to the employee and the Association. "Emergency situations" are defined as, and limited to, physical threats to people, property, or situations that present a substantial legal or financial risk to the College. Any breach of normal privacy in these circumstances shall be done with the cooperation, and in the presence of, a third party.~~
