



Phillips Exeter Academy

Confidentiality Policy

Phillips Exeter Academy owns and maintains information which generally is not known by or disclosed to the public. The information takes many forms--electronic, written, or verbal--and includes personal, strategic, financial, academic, health and other types of information created and obtained in the course of carrying out the Academy's mission.

The Academy expects information obtained or created during the course of Academy business will be used for Academy purposes only and will be disclosed only to those in the Academy with a need to know such information. Access to certain types of information may also be restricted by law regardless of the age of the information. In addition, such information shall not be disclosed to outside parties without the prior consent of the officer in charge of the appropriate administrative office. Therefore, each employee must maintain the confidentiality and privacy of the information entrusted to him or her, follow established guidelines regarding the retention or destruction of the information, and use it solely in furtherance of the Academy's mission.

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