

Orlando College of Osteopathic Medicine

Policy Order Number: D048

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Dean & Chief Academic Officer

Policy Title: Intellectual Property Privacy & Employment Privacy Policy

Policy & Procedure Statement:

It is the policy of OCOM to protect the privacy of OCOM employees, students, and applicants. OCOM, nor any of its employees, consultants, students, applicants, board members (including the Board of Managers members) shall not routinely do any of the following practices:

1. View, record, store, transmit, or analyze data on employee or student's computers or online accounts, such as the content of emails (other than subject and recipients), messages, browser history, location information, files, or data.
2. Record any conversations of any employee, consultant, student, applicant, or board member without their advanced knowledge and consent.
3. Search any personal property, desk, or locker belonging to any employee, consultant, student, applicant, or board member without their advanced knowledge and consent.

The only exceptions to the above would be the following circumstances:

1. Such information is published on OCOM's website.
2. Court orders or legally required disclosures.
3. Required by an accrediting or other regulatory body.
4. An internal investigation, such as one involving sexual harassment.

OCOM employees (including all faculty and staff), consultants, and board members (including board of managers members), may be privy to confidential information and intellectual property of OCOM. This information, which includes, but is not limited to the following:



1. Policies, procedures, and processes of OCOM
2. Inventions of OCOM
3. Confidential information (such as records of employees, students, or applicants)
4. Internal documents of OCOM
5. Educational materials belonging to, or licensed by OCOM
6. Materials found on Intranet, Board of Trustees Portals, OCOM Online Secured Portals, OCOM Storage Drives (including online), OCOM computers and devices, or materials found on premises

It is the policy that the above information is the property of OCOM. Unless granted permission by the President and/or Dean, none of the above information may be shared, transmitted, or otherwise disseminated outside of the organization. The only exceptions to this would be the following circumstances:

1. Such information is published on OCOM's website.
2. Court orders or legally required disclosures.
3. Required by an accrediting or other regulatory body.

All materials found on Intranet, Board of Trustees Portals, OCOM Online Secured Portals, OCOM Storage Drives (including online), OCOM computers and devices, and materials found on premises are property of OCOM and no one has permission to take such materials, unless granted permission from the President and/or Dean.

Any violation of the above is subject to reporting to law enforcement, legal actions, termination, public reporting (if applicable), and other potential adverse actions from OCOM.

This policy supersedes any previous policies. If there are other policies that address the same content found in this policy, this policy shall supersede the other policy.