

BA-CFA is engaged in providing a service that requires a strict code of confidentiality of information. No employee should remove from the school premises or store information outside of the School about any matter pertaining to the conduct of the School's business that may compromise a student, coworker, staff member, contractor, parent, family or the School to outsiders. Any employee who compromises any information regarding a student, coworker, staff member, contractor, parent, family or the School may be subject to discipline and/or termination.