

Many employees of the district handle a variety of proprietary and private information concerning personnel, students and others associated with the district, as well as other confidential information regarding district business. Even those employees who do not handle confidential information on a routine basis may learn of confidential information through the course of employment with the district. Almost any personnel information and student information, as well as virtually all types of medical information that employees may learn as a result of employment with the district are protected from disclosure by law. Any employee who illegally discloses such information would be in violation of federal and state laws.

Information considered confidential by the district may include, but is not limited to: payroll information, employee and student home addresses, phone numbers, social security numbers, personnel records, employee disciplinary and evaluation matters, salaries, employee medical information and all individually identifiable health information protected by HIPAA including insurance premiums and billing information, student records including student medical information, information regarding lawsuits and claims, information regarding computer security, and district financial information.

Disclosure and discussion of confidential information obtained by virtue of employment with the district is prohibited. It is a violation of this policy for an employee to attempt to access or obtain confidential information that is not a part of his/her assigned job duties. Further, when an employee can access confidential information as part of his/her duties, it is a violation to access such confidential information without a business necessity to do so. All employees of the district must maintain confidentiality of such proprietary and private information and are hereby directed not to disclose such information unless legally compelled or legally permitted to do so. If an employee receives a subpoena, Open Records Act request, signed authorization for release of information or other document requesting release of personnel, student or district information, the employee is directed to receive authorization from the Superintendent or designee before responding to the request. All violations of this policy by an employee of the district must be reported to the Executive Director of Human Resources.

If confidential information covered by the HIPAA Privacy Rule is released in violation of HIPAA and/or Board Policy #4105, the employee who is aware of the release must immediately report the details of any such release of confidential information to the Executive Director of Human Resources.

Any violation of this policy regarding confidentiality of district information may result in disciplinary action up to and including termination of employment.

Adopted 1/14/02
Revised 12/13/04
Revised 1/16/06
Revised 1/18/10
Revised 12/11/17