
SUBJECT: CONFIDENTIALITY AND EMPLOYEE ACCESS TO RECORDS

1.0 GENERAL

It is the purpose of this policy to ensure (within the provisions of the law) that the confidentiality and privacy of an individual's personal information is protected and not violated and that institutional records are accessed only by those employees whose job descriptions require access.

2.0 PERSONAL RECORDS

- 2.1. Personal information is defined as private by GRAMA (Government Records Access Management Act). Personal information may include, for example, home phone number, home address, birth date, or Social Security Number.
- 2.2. No person (except the President or a designee) is authorized or permitted to divulge, release, or make available, directly or indirectly, any personal information which could be identified with a specific individual.
- 2.3. Access to personal records by employees whose job descriptions do not authorize such access may be granted by the President or a designee.
- 2.4. Salary data is considered public and shall be disclosed to the public upon request to the Human Resource Office.
- 2.5. Employee personnel files are classified as private and shall only be accessed by direct supervisors or others designated on a need-to-know basis. (See also Policy 13.6.4 Personnel Records)
- 2.6. Employees may, at their discretion, authorize others to have access to their personnel data, but must do so in writing. The document must be dated, signed, and must spell out any limitations or constraints.

3.0 INSTITUTIONAL RECORDS

- 3.1. Access to institutional records by employees whose job descriptions do not authorize such access may only be granted by the President or a designee.

4.0 SANCTION

- 4.1. Unauthorized access to personnel records and/or institutional records by an employee will be treated as an act of insubordination and will result in an appropriate form of disciplinary sanction.