

CONFIDENTIALITY GUIDELINES

1. Confidential information is not to be shared with any person(s) outside of BOCES.
2. Confidential information is not to be shared with other employees within BOCES except on a need to know basis. Just because employees are designated confidential or have access to certain information does not mean that such employees are entitled to share information which each comes in contact within their respective positions or assignments.
3. Employees must respect the confidential nature of telephone conversations, mail, e-mail, facsimiles and all forms of written and oral conversations alike.
4. Employees must be mindful of where they conduct discussions of a confidential nature so as to avoid inadvertent disclosure to individuals not privy to such information.
5. If an employee has any doubt or questions about the confidential nature of a particular piece of information, the employee will not disclose any details of such information without first checking with his/her supervisor.
6. Employees working in a capacity through which they have access to information or are involved with activities associated with students with disabilities shall in no event share such information.

Confidential information includes, but is not limited to, the following information relating to BOCES and component districts:

- Student information (current/past, folders, records, IEP's)
- Personal information on employees or students
- Medical information, e.g. physicals, health insurance, worker's compensation, FMLA documents
- Policy making information
- Personnel information, e.g. employment applicants or application materials, certification information, selection processes, increase/decrease in staffing, layoffs, termination, evaluative information, benefit information, garnishments, child support, etc.
- Collective bargaining information

Employee's signature below verifies that he/she has been informed and read this policy and has received a copy for their records.

Employee Signature: _____

Date: _____

copy: Employee
Personnel File