



Confidentiality of Personal Information

The district has an obligation to protect personal employee data and to maintain the confidentiality of that data. Confidential employee personal information includes, but is not limited to, the following data:

1. Social security number (SSN);
2. Date of birth (DOB);
3. Home address;
4. Home phone number;
5. Physical description;
6. Medical history;
7. Gender;
8. Ethnicity; or
9. Any personal financial information.

The Human Resources office shall maintain a list of all district employees who have been determined to have a need for access to confidential personal information. This list shall be updated annually and approved by the executive director of business services and the director of Human Resources. In between annual updates, each manager is responsible for adding and deleting employees based on events such as new appointments, promotions and separations.

Employees on the list are required to have an appropriate Confidentiality Form on file in the human resources department. It is the responsibility of each department manager to ensure that forms are completed by their employees and returned to the Human Resources office.

END OF POLICY

Legal Reference(s):

[ORS 164.125](#)
[ORS 332.075](#)
[ORS 332.107](#)

Stored Communication Act, 18 U.S.C. § 2701-2712.