



<b>Policy Title</b>		<b>Confidentiality</b>	
<b>Control Number</b> HR009	<b>Policy Date</b> 02/05/18	<b>Revision Date</b> new	

### **Purpose**

To ensure the confidentiality and appropriate handling of various County-sensitive information

### **Scope**

All Scotland County Employees, Board Members, Elected Officials, Volunteers, Interns and Consultants


### **Policy Statement**

During employment, employees may have exposure to confidential verbal, written, or electronic information. Such information may include, but is not limited to, personnel/payroll records, legal documents, client/customer personal data, contractor/vendor records, unpublished initiatives, and other County business. Scotland County expects all personnel to ensure the security of such information as well as limit access and exposure of records.

### **Guidelines**

1. Employees should not discuss any information about County affairs with others, except those authorized to receive such information.
2. Password information should be protected and not disclosed to others.
3. Steps should be taken to lock or secure confidential information at all times.
4. Documents should be shredded when they are no longer needed and are outside of record retention guidelines.
5. Authorized access to systems or files should only be used in the performance of job duties.
6. Confidential information should not be disclosed to unauthorized persons without appropriate consent or permission, unless otherwise allowed by Federal or State law.
7. Employees should protect sensitive information against accidental or unauthorized access, modification, disclosure or destruction.
8. When discussing or working with confidential information, keep conversations private so they are not overhead and materials kept so they are not viewed by unauthorized persons.
9. Confidential information may not be removed from premises without prior expressed authorization.
10. If an employee is aware of materials or information and is unsure of its nature, he/she will discuss with their direct supervisor for guidance.
11. In the event separation, all County related information and records will remain with the County. In addition, the employee will continue to maintain such confidence after separation.
12. Confidential information may not be used for personal benefit or on behalf of others.



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**Disciplinary Action**

**Employees**

Disclosure of confidential information is prohibited and may results in disciplinary action, up to and including, termination.