

CONFIDENTIALITY

Employees must not divulge confidential information contained in the records and files of the District, except to other employees who may need such information in connection with their duties and to authorize parties in accordance with proper departmental procedures.

Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents.

Freedom of Information Act requests shall only be responded to in accordance with the District's Policy.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and shall refer the requestor to the appropriate supervisor.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

In order to prohibit the unauthorized disclosure of information identified as confidential by a sending public agency, the District may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

Freedom of Information Act 1976, paragraph 15.243 et seq.
M.C.L.A. 445.83, 445.84