

**Virtual Learning Academy of St. Clair County (VLA)
Board of Education Policy**

Unauthorized Release of Information

Employees of the VLA may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by Academy employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department of Human Services intervention, social security number information, and professional misconduct background checks.

It is the policy of the VLA that employees are prohibited from divulging information contained in the records and files of the Academy, except to other, authorized employees who may need such information in connection with their duties and authorized persons or agencies only in accordance with law, Academy policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases the Academy information, or uses confidential information obtained in the course of his/her employment with Academy for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and Academy procedures. Disciplinary action may include severe penalties up to and including discharge.

The VLA shall apply the requirement set forth in this policy, equally, to any data processing subcontractor employed. Data processing subcontractors shall be required to comply with this policy regarding their own employees as a condition of their contractual agreement with the VLA.

The Director shall promulgate appropriate administrative rules to help assure the confidentiality of records obtained through electronic means.

Approved: September 30, 2015

Federal Driver Privacy Protection Act of 1994 (18 USC 2721 et seq.); MCL 275.208c – 208d; MCL 257.903