

CCSD Administrative Guidelines Regarding Personnel Records

Pursuant to the School Board's Personnel Records Policy (GAK), these administrative guidelines are to be utilized by CCSD staff in policy application:

CCSD EMPLOYEE CONFIDENTIALITY REQUIREMENTS

An employee may have access to personnel records or student records containing protected and/or confidential information as a function of his or her job duties. Confidential information is any data or information, which is not readily available to the general public, the disclosure of which could constitute an invasion of privacy, or which is protected under federal or State law, whether in verbal, paper, electronic or any other format. Any disclosure of confidential information must be in accordance with protocols as set forth by State, Federal and/or Local requirements. In addition, any other information obtained during the course of employment should not be used or disclosed except as reasonably necessary to fulfill an employee's job duties, unless disclosure is required by law.

Confidential information may include, but is not limited to: past or present students', past or present applicants', contract workers', temporary workers' or employees': birthdates; ages; home addresses; phone numbers; identification numbers; Social Security numbers; ethnicity; gender; physical descriptions; health information or medical histories; psychological and psycho educational evaluations; attendance; financial records; family contacts; eligibility for special programs; individualized educational programs; DFCS, social worker or other referrals; conduct; transcripts/grades; performance evaluations; or employment application/references.

Confidential information also includes exams, testing protocols and assessments, which cannot be disclosed without proper authorization.

Information required to be disclosed under [Georgia's Open Records Act](#) should be forwarded and processed only through the Office of Communications.

Any disclosure of confidential information must be in accordance with protocols as set forth by CCSD.

1. Employees will hold the Confidential Information received from CCSD in the strictest of confidence and will exercise a reasonable degree of care to prevent disclosure to others.
2. Employees are responsible for complying with all CCSD policy and protocols and other legal requirements related to the protection of confidential information and are expected to seek clarification as needed in order to ensure compliance.
3. Employees will not disclose or divulge (either directly or indirectly) the Confidential Information to others unless first authorized to do so by CCSD.
4. Employees will not reproduce copy or transmit the Confidential Information; nor use this information for any purpose other than the performance of his/her duties for CCSD.
5. Employees are accountable to the ethical standards and subject to sanctions of the [Professional Code of Ethics](#).
6. CCSD reserves the right to take disciplinary action, up to and including a recommendation for termination of employment for violations of these requirements.