## **General Personnel**

## **Responsibilities Concerning Internal Information**

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Governing Board or Executive Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

Please refer to the current "Agreement between the Special Education District of Lake County, Illinois and the SEDOL Teacher's Union, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO."

Please refer to the current "Contractual Agreement between the Special Education District of Lake County, Illinois and the SEDOL Support Staff Association, IEA/NEA."

LEGAL REF.: 20 U.S.C. §1232g, Family Educational and Privacy Rights Act.

45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information;

General Rules.

5 ILCS 140/, Ill. Freedom of Information Act.

50 ILCS 205/, Local Records Act.

105 ILCS 10/, Ill. School Student Records Act. 105 ILCS 85, Student Online Personal Protection Act.

820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to District

Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345

(Use of Educational Technologies; Student Data Privacy and Security)

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