

Subject: Employee Personal Identifying Information

In accordance with Section 203-d of the New York State Labor Law, the District will restrict the use and access to employee personal identifying information.

As enumerated in law, the following "personal identifying information" is retained by the District in various forms (on paper, electronically through various software applications):

- a) Name; social security number; home address; home and mobile telephone number; personal electronic mail address; internet identification name or password; parent's surname prior to marriage; driver's license number; driver's license photograph;
- b) Demographic information (birthdate, gender, race or ethnicity, nationality or citizenship, marital status);
- c) Financial information (bank account numbers, payroll information (direct deposit details, payment schedules); tax information (deductions); pension plan information; expense reimbursements; elective and non-elective deductions);
- d) Medical (and dependent medical) information; and
- e) Employment records (performance reviews, disciplinary records, APPR performance metrics, data related to an individual's work history, job performance, and compensation, job title and position, employment dates (start date, end date, and duration), identification badge photograph, work schedule and attendance records, salary and compensation details (including bonuses and stock options). Benefits information (such as health insurance and retirement plan), leave records (vacations, sick leave, and parental leave), performance evaluations, and disciplinary actions).

The District will not unless otherwise required by law:

- a) Publicly post or display an employee's social security number;
- b) Visibly print a social security number on any identification badge or card, including any time card;
- c) Place a social security number in files with unrestricted access; or
- d) Communicate an employee's personal identifying information to the general public.

A social security number will not be used as an identification number for purposes of any occupational licensing.

(Continued)

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District staff will have access to this policy, informing them of their rights and responsibilities in accordance with Labor Law Section 203-d. District procedures for safeguarding employee "personal identifying information" will be evaluated; and employees who have access to such information as part of their job responsibilities will be advised as to the restrictions on release of such information in accordance with law.

The District is responsible for safeguarding personal identifying information retained and maintained electronically by the District. Encryption standards are in place to protect the confidentiality, integrity, and availability of such identifiers through the software applications. Applications are hosted and accessed through District servers and accessed using encrypted HTTP or HTTPS. District staff use dedicated password protected databases and files are secured by user access rights. Firewalls are in place to mitigate potential breaches. The District will notify affected individuals when there has been a compromise of an individual's personal identifying information in accordance with policy# 5672.

Labor Law Section 203-d

Note: Refer also to Policies #5672 – Information Security Breach and Notification
#5676 – Privacy and Security for Student Data and Teacher and Principal
Data

Adopted: 7/14/25