

Policy Information

Series 5000 - Personnel

Release of Personnel Information

Policy # 5220, 2.2

POLICY

1995 5220

Personnel

SUBJECT: RELEASE OF PERSONNEL INFORMATION

All steps should be taken to protect the privacy of employees and former employees of the Board of Cooperative Educational Services. To ensure the individual's privacy, directory or confidential information shall not be shared with a third party except in the following situations:

- a. When it is determined that the Board needs information from the employee's personnel record to aid them in performing their legal responsibilities. Examination of this information shall be conducted only at executive sessions of the Board.
- b. When the employee grants permission.
- c. When the third party would need to contact a particular staff member in case of a verified emergency during non-school hours.

BOCES personnel who violate this policy by releasing information will be subject to disciplinary action.

Commissioner's Regulations Section 84
Public Officers Law Section 87

Board Approved
2/2/94
7/18/95

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