

The Center for Creativity, Innovation and Discovery

Employee Records Confidentiality Philosophy

The Center for Creativity, Innovation and Discovery, (CCID's) philosophy is to safeguard personal employee information in its possession and to ensure the confidentiality of the information. Additionally, CCID will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by CCID includes employee names, addresses, telephone numbers, email, addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by the school in the course of its business operations.

Personal employee information will be considered confidential, and as such, will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be safeguarded under CCID proprietary electronic transmission and intranet policies and security systems. Participants in CCID benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

CCID-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, CCID coding and recording systems, telephone directories, e-mail lists, School facility or location information and addresses, is considered by the School to be proprietary School information to be used for internal purposes only. The School maintains the right to communicate and distribute such School information, as it deems necessary, to conduct business operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of his or her personal information, the employee should report the incident to the School Executive Director or Governing Board. The Executive Director or appointed Board Representative will investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month is not considered confidential and will be shared with colleagues who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to employees in

order to facilitate School work schedules or business operations.

- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with appropriate School personnel.
- Employee's School anniversary or service recognition information will be distributed to appropriate colleagues periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes for periodic benefit plan changes or periodic benefits statement updates.