



Taylor County

Board of County Commissioners'

Policy Manual

Policy #:	Title:	Effective Date:
4.13	Confidential Information and Privacy	12/10/2019

PURPOSE

The purpose of this policy is to prevent disclosure of protected and confidential information.

REFERENCE

Confidential Policy (HIPAA)

POLICY

Employees may, by virtue of their employment with the County, obtain access to sensitive, confidential, restricted and proprietary information about the County, its customers and clients, and its employees. Such information is not generally known or made available to the public or others and which the County has made reasonable efforts to keep confidential. This includes but is not limited to financial records, employee and customer records, telephone numbers, email addresses, files, referral or mailing lists, credit card numbers and similar information, whether in paper form, in computers or otherwise.

Such confidential information shall be used solely by the employees in the performance of their job duties for the County and shall not be used in any other manner during their employment. Employees shall not without the prior written consent of the County use, disclose, divulge, or publish to others any such confidential information acquired in the course of their employment. Such confidential information is the exclusive property of the County and under no circumstances whatsoever shall employees have any rights to use, disclose or publish to others such confidential information subsequent to the termination of their employment.

Unauthorized use or disclosure of confidential information may result in discipline, up to and including immediate discharge, prosecution, or other available action.

Upon termination of employment, employees must deliver to the County any and all confidential information whether stored electronically or as a document, including but not limited to all copies of such documents prepared or produced in connection with their employment with the County that pertain to the County's business or the employee's services for the County, whether made or compiled by the employee or furnished to the employee in connection with such services to the County. In addition, at termination employees must return to the County all of the County's non-confidential property, documents, or electronic information.

This policy does not limit the common law and statutory rights of the County.

RESPONSIBLE DEPARTMENT

All Departments

Sunset Date: none