

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

CONFIDENTIALITY OF RECORDS

POLICY NO.	12.8	EFFECTIVE:	01/02/2024
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A. Many County employees work in capacities where confidential data is handled. State law mandates the protection of certain personal information and employees shall not discuss nor release such information with persons not authorized to have access to it. Employees handling sensitive information should be aware of the state law and familiarize themselves with it. Employee records should be restricted to those with a business need-to-know.

B. Inquiries for information on past or present employees from creditors, researchers, insurance agencies, prospective employers, etc., will be handled very carefully so as to ensure that every precaution is taken to guarantee the confidentiality of this personal information. Unless the employee or former employee has given written approval, only verification that the person was employed, the dates of employment, and the last job title are to be given.

C. Employee information sought by legal investigation is always referred to the County Administrator prior to the release of any information. The County must be satisfied as to the proper identification of the investigation and their legal authority to conduct an investigation before releasing any information.

D. An employee who has worked with confidential information during County employment shall honor such confidentiality even after separation from County service, being mindful of state law on the subject.

E. If there is a question as to whether or not the information should be released, the inquirer shall be referred to the appropriate department head or County Administrator.