



POLICY #4.10

ACCESS TO DATA ON STAFF AND STUDENTS

PREAMBLE

In its roles as public service agency and as employer, the Board is required by need, regulation, or legislation to acquire and process information about its employees and its students. This information may have been acquired either directly from the individual or indirectly from an institution or agency with whom the individual employee or student was involved. These data, once collected, constitute records which are the property of the Board. The Board's policies on school, student, and staff records govern access to these records, but they also ensure their security. Under certain special circumstances, however, records may be released for appropriate purposes if the demands of due process and civil rights are satisfied.

POLICY

STAFF AND STUDENT RECORDS AND DATA ARE HELD BY THE BOARD IN CONFIDENCE. ACCESS TO THESE DATA IN INDIVIDUAL OR LIST FORM IS LIMITED TO THE ACADEMIC, LEGAL, AND PROCEDURAL REQUIREMENTS OF THE PUBLIC SCHOOL SYSTEM AND SUBJECT TO THESE ADDITIONAL LIMITATIONS.

1. THE INTERESTS OF INDIVIDUAL STUDENTS AND EMPLOYEES SHALL BE PROTECTED BY ENSURING ANONYMITY AND CONFIDENTIALITY OF DATA AND RECORDS.
2. RECORDS SHALL NOT BE RELEASED FOR PROMOTIONAL OR COMMERCIAL PURPOSES BY ANY INDIVIDUAL OR GROUP.
3. REQUESTS FOR PERSONNEL DATA WHICH REQUIRE SPECIAL CONSIDERATION SHALL BE MADE TO THE BOARD.

OBJECTIVES

1. To ensure the security and confidentiality of personnel records of students and employees.
2. To regulate access to personnel records of students and employees and to preserve anonymity when they are released unless they are released in response to a subpoena or to any other appropriate, signed authorization.

Date Adopted: 1984-05
Date(s) Revised :

Cross References: Policy 4.05, 5.15
Statutory:
Other: