

## **Personal Information and Access to Personnel Files**

“Personal Information” is any information describing anything about a person who is an employee at the School or about actions done to or by, or about personal characteristics of such an employee, if such Personal Information can be retrieved from a system by a name or other identifying number or symbol assigned to such employee.

Employer maintains personnel files on each of its employees, even though they are not employees of the School. These files may contain the following Personal Information: application for employment; resume; copies of personal references; job evaluations; professional credentials or certification; copies of performance appraisals; disciplinary warning notices; letters of recommendation; criminal background reports and any notices, and writings or reports related to the Employee.

To ensure that personnel files are accurate, relevant, timely and complete at all times, it is the responsibility of each Employee to promptly notify Employer of any changes in name, telephone number, home address, marital status, change in legal name, addition or deletion of dependents, change in beneficiaries, change in Federal or State tax deductions, scholastic achievements, the individuals to notify in case of an emergency, or any other Personal Information. Personal Information shall be updated annually by the Superintendent or his/her designee.

Personnel files are the property of Employer, and access to the information they contain is restricted. This is subject only to any applicable requirements of public records law which Employer determines it may comply with as a private vendor of the School. The Superintendent is directly responsible for the Personal Information systems and may adopt further procedural rules consistent with this policy. No Personal Information may be accessed without first completing a written request to the Human Resources. The Superintendent may grant blanket access to all or part of the Personal Information systems for employees whose jobs require such access. All Employees granted access to any Personal Information in the files shall be informed of the substantive provisions of the policy and accompanying appendices. In an effort to protect Personal Information in the system from unauthorized modification, destruction, use or disclosure, the Superintendent shall keep a log of authorized parties and specific access granted, and all Personal Information systems shall be password protected.

The School shall maintain and use only Personal Information that is necessary and relevant to the functions that the School is required to perform and shall eliminate Personal Information when it is no longer necessary and relevant to those functions.

If an Employee is asked to supply Personal Information to be maintained in the School's personnel files, the School shall inform the Employee whether that information is legally required, or whether the Employee may refuse to provide the Personal Information.

The Superintendent shall establish disciplinary measures for the unauthorized use of information contained in the system, which shall include, but not be limited to the following: reprimand;

suspension or administrative leave with or without pay; termination; referral to authorities for prosecution.

Employees who wish to review their own files should contact Human Resources. With reasonable advance notice, Employees may review their own personnel files by appointment.

Procedural rules regarding the operation of the Personal Information System are in Personal Information Procedure. Each Employee, by signing the acknowledgment to this Policy, is informed of the rules contained in the School's Personal Information Procedure.

*Ohio Privacy Act; R.C. Chapter 1347; R.C. 149.43.*