

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: EMPLOYEE PERSONAL IDENTIFYING INFORMATION**

In accordance with Section 203-d of the New York State Labor Law, the District shall restrict the use and access to employee personal identifying information. As enumerated in law, "personal identifying information" shall include social security number, home address or telephone number, personal electronic mail address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

The District shall not unless otherwise required by law:

- 1) Publicly post or display an employee's social security number;
- 2) Visibly print a social security number on any identification badge or card, including any time card;
- 3) Place a social security number in files with unrestricted access; or
- 4) Communicate an employee's personal identifying information to the general public.

A social security number shall not be used as an identification number for purposes of any occupational licensing.

Assessing District Procedures for Safeguarding Employee "Personal Identifying Information"

District procedures that are to be followed to help safeguard the use of and access to personal identifying information as required by law include, but are not limited to, the following:

- 1) Access to personal identifying information will be restricted to those District employees whose job responsibilities require access to such data; unless otherwise authorized in accordance with law.
- 2) Any document containing personal identifying information should not be left unattended while visible on a computer monitor or a desk.
- 3) Personal identifying information and other confidential or potentially confidential information will not be shared over the telephone unless the caller's identity can be positively confirmed.
- 4) Firewalls will be used on all computers; antivirus software will be used on all servers, desktops and laptops; access to programs or databases containing personal identifying information will be password protected granting access only on a "need-to-know" basis.

(Continued)

Non-Instructional/Business
Operations

SUBJECT: EMPLOYEE PERSONAL IDENTIFYING INFORMATION (Cont'd.)

District procedures for safeguarding employee "personal identifying information" shall be periodically evaluated by the Superintendent/designee, Human Resources Official, School Business Official, Internal Auditor, and others as deemed necessary.

Notice to Employees

District staff shall be informed of and have access to Board Policy and Administrative Regulations addressing "Employee Personal Identifying Information," notifying them of their rights and responsibilities in accordance with Labor Law Section 203-d.

Employees who have access to "personal identifying information" as part of their job responsibilities shall be advised as to the restrictions on release of such information in accordance with law.