



Administrative Regulations

Office of the Mayor

Title: Confidentiality and Non-Disclosure Policy

A.R. Number: 1.8 **Effective Date:** 2/1/2011 **Page:** 1 of 2

Supersedes: N/A **A.R. N/A DATED:** N/A

I. PURPOSE

The purpose of this policy is to ensure that all employees are aware of the Administration's position on Confidentiality and Non-Disclosure. Protecting the confidentiality of personal information of employees and members of the public is paramount. Each person who handles forms, reports and/or written or electronic employee or citizen information must treat this information as confidential.

II. POLICY

Employees of the City have access to proprietary and other confidential information relating to City business, as well as information maintained by City departments and agencies, that must be kept confidential. For example, the City has payroll information on departmental and centralized computer systems that is protected by state and federal law. The Police and Information Technology Departments have privileged, confidential information on both centralized and departmental systems. Other city departments like the Mayor's Office and Law Department may also have sensitive information stored on City systems that an employee may have access to or knowledge of. City employees have access to sensitive information; including conversations with key city officials, employees and staff. Such information may be in writing or verbal form, but in all cases should be kept confidential.

Misuse or negligence in handling confidential information and/or disclosing or accessing it for any purpose that is not job-related could subject the employee to civil or criminal penalties, as well as discipline, up to and including dismissal.

III. EMPLOYEE'S OBLIGATIONS

A position of trust has been conferred upon every authorized person who, as part of their job function, comes in contact with confidential information to keep this information secure and private. Both City employees and contractors are obligated to recognize and adhere to these responsibilities while on or off the job. Therefore, an employee of the City or a person authorized to access City data files and information is required:

- To follow the City's privacy and security policies, standards, and guidelines including the Electronic Information Security Administrative Regulation;
- Not to expose customers' or employees' confidential information (such as social security number, driver's license number, and credit card data or account information);
- Not to expose health information (such as an individual's diagnosis or treatment) as protected by HIPAA privacy and security rules;
- Not to engage in or permit unauthorized use of any information in files or programs maintained by the City;
- Not to seek to benefit personally or permit others to benefit personally through the release of confidential information which has come to him/her by virtue of their job function or assignment;



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- Not to exhibit or divulge the contents of any City record to any person except in the conduct of his/her work assignment or in accordance with the policies of the City;
- Not to disclose the specifics of non-public City related business to unauthorized personnel;
- Not to remove or cause to be removed copies of any official record or report from any file from the office where it is kept except in the performance of his/her duties;
- To password protect mobile devices issued by the City or those authorized to connect to the City's information technology resources. Examples include but are not limited to: laptops, Blackberries, smart phones and personal digital assistants etc;
- Not to aid, abet, or act in conspiracy with another to violate any part of this Confidentially Policy;
- To report any violation of this code by anyone to his/her supervisor immediately;

IV. REGULATION UPDATE

The Department of Human Resources shall be responsible for modifications to this Regulation.

RECOMMEND APPROVAL:


CHIEF ADMINISTRATIVE OFFICER

APPROVED:


MAYOR