

## SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Workplace Practices**  
Standard: **WORKPLACE PRIVACY**  
Section #: **D-1**  
Effective: May 13, 2008

See Also: Post-Job Offer/Pre-Employment Evaluations; New Hire Orientation; Personnel Records; Employment Verifications/References; Personal Use of Authority Property; Electronic Communications and Use of Computers/Software

### GENERAL STANDARD

The Authority recognizes the need and legal requirements for confidentiality in the collection, retention, custody, use, and dissemination of personal information concerning employees and those with whom the Authority does business. In the course of employment, however, employees should not have an expectation of privacy with respect to their offices and work areas, including their desks and Authority equipment, computers, facilities, e-mail communication and voice mail.

### SPECIFIC STANDARDS

- Employees are informed that they should not have an expectation of privacy in their offices, assigned workstations or desks; in Authority office equipment and computers; in Authority-provided lockers or other similar facilities; and/or with respect to their e-mail or voice mail messages. The Authority, in its sole discretion, reserves the right to examine the following at any time in its sole discretion, with or without notice or consent:
  - Computer files and data on an assigned Authority computer;
  - Electronic communication system(s) messages and information (e.g., e-mail and voice mail); and
  - Desks, filing cabinets and vehicles on Authority property.

- ❑ Every reasonable effort is made to ensure that information collected, maintained, and acted upon is accurate, relevant, timely and complete.
- ❑ Information collected during background and credit investigations on current and prospective employees will be used only to the extent that it is job related in considering an employee's suitability for employment in specific positions. Information collected and used to deny employment will be handled in accordance with the applicable federal and state law including the Fair Credit Reporting Act.
- ❑ Upon their request or in accordance with the requirements of federal and state law, current and prospective employees are informed of:
  - The general uses to be made of their personal information;
  - The information used in making determinations adverse to them, as permitted by law.
- ❑ Opportunity will be provided for employees to request corrections or clarifications of personal information contained in their personnel file.
- ❑ Access to any person's personnel records is restricted to those who have proper authorization with a legitimate business or legal reason.
- ❑ Requests for references and employment information are only provided in accordance with the Standards in the ***Employment Verifications & References*** Standard.
- ❑ Willful violation of these Standards by an employee is grounds for corrective or disciplinary action up to and including termination of employment.

## **PROCEDURES**

Managers shall review with employees the Authority's confidentiality principles and safeguards pertinent to the applicable area of operation. This should be done at the time of hire and regularly thereafter.

If a manager becomes aware that an employee is violating these Standards, s/he should contact a Human Resources Department representative immediately.

If a situation arises that requires searching an employee's office, desk, personal property or vehicle, the manager must contact the Director, Human Resources, immediately to evaluate the situation and determine an appropriate course of action, including the need for legal review or securing a search warrant. Generally, an employee's personal property, e.g., briefcase, purse, vehicle, etc., should not be searched without obtaining his/her prior consent. The nature of the consent obtained should be documented completely and the employee generally should be present throughout the course of the search.