

Title: Confidential Nature of County Affairs
Policy Number: 702
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that information designated as confidential may not be discussed with anyone outside the County and may be discussed within the County only on a “need to know” basis. In addition, employees have a responsibility to avoid unnecessary disclosure of non-confidential internal information about the County, its employees, customers, and suppliers.

Comments:

- (1) Employees authorized to have access to confidential information may be required to sign special nondisclosure agreements and must treat the information as proprietary County property for which they are personally responsible. Employees are prohibited from attempting to obtain confidential information for which they have not received authorization. Employees violating this policy will be subject to discipline, up to and including termination, and may be subject to legal action.
- (2) The Security Privacy Officer (Sr. Network Administrator) is responsible for coordinating the security and control of County information and for approving any exceptions to this policy. Department Heads are responsible for identifying information that should be classified as confidential and should work closely with the Security Privacy Officer to develop procedures to secure and control the information. Information that is designated as confidential should be clearly identified and properly secured. A list of employees authorized to have access to the information should be prepared, and all access should be recorded.
- (3) All media inquiries and other inquiries of a general nature should be referred to the Department Head. In addition, all press releases, publications, speeches, or other official declarations must be approved in advance by the Department Head or the Board of Supervisors.
- (4) Questions about employee references or other information concerning current or former employees should be referred to the Auditor’s Office/ Payroll Division or the Human Resources Director.