

6Hx19-2.03 Release of Employee Information

This Board Policy establishes the President's authority to develop procedures related to the release of employee information pursuant to Federal and State law.

Pasco-Hernando State College (College) will take all steps necessary to ensure that confidential information which College personnel collect, and that relates to employees or others, is not disclosed to third parties, except as authorized by this policy. For purposes of this policy, "confidential information" shall include any information identified or defined as confidential under any applicable Federal rule or State statute.

College personnel shall not release any such information to any third party unless the release is specifically required or authorized by Federal or State law or rule. Any information released shall be released on condition that the recipient of such information shall be bound to protect the confidentiality of the information.

College personnel shall take necessary steps, including, but not limited to, implementing appropriate technological safeguards to secure all such information from inadvertent release. In the event of a breach of security concerning confidential personal information, notice of such breach will be provided to all persons reasonably believed to have been affected in accordance with applicable Federal and State laws.

Notwithstanding the foregoing, this Policy and any requests for employee information are subject to the requirements of the Florida Public Records Law, and all other applicable state and federal laws and regulations, and shall be interpreted, applied, and administered in accordance therewith.

Rule Initially Adopted: 2/1/73

Policy Review History: 2/1/73; 10/7/75; 11/19/79; 5/19/86; 11/16/87; 9/16/97; 12/15/08; 04/21/26

Legal Authority:

General Authority: FS: 1001.64; 1001.65; 119

Law Implemented: FS: 1001.64(1)(2)(4)(43)(44); 1001.65 (1)(16)(24); 119