

SMYRNA SCHOOL DISTRICT

District Policy

Article: 4000 Personnel

Title: Privacy Rights of Employees

Policy #: 4105

PRIVACY RIGHTS OF EMPLOYEES

State and common law prohibit District employees from disclosing personnel information (including but not limited to performance related documents, references, disciplinary reports, medical reports, and home addresses and phone numbers) of school employees.

Personnel information may be provided internally to those with a legitimate interest, to the State of Delaware in furtherance of pension or compensation related requests, when accompanied by a signed release, and to the respective division of the Department of Professional Regulation when requested.

Violation of privacy rights may result in claims against the District and the employee participating in the unlawful disclosure.

Any employee who violates lawful rights of privacy will also be subject to disciplinary action.

All requests for personnel information and any questions about this policy shall be addressed to the Human Resources department with a copy to the Assistant Superintendent.

Approved by the Board of education, April 29, 1998
Revision Approved by the Board of Education May 8, 2019