

CONFIDENTIAL INFORMATION

Wayne County employees shall not disclose any personal or private information related to any active or former employee nor shall they disclose any information which is knowingly contrary to the County's best interest. Confidential information includes, but is not limited to drafts, originals, or reproductions of: research, contracts, work plans, personnel data, medical information, settlement agreements, compensation matters, legal documents, reports outlining strategies, financial plans, or any work related to the daily responsibilities of the operation of the County.

Confidential information, including any documents, files, records, correspondence, emails or other related items of the County becoming known to or delivered to an employee during their employment with the County, remains the exclusive property of the County and must be kept in strict confidence and not disclosed to anyone other than other employees of the County as may be necessary for an employee to perform his or her duties. Upon separation, resignation or retirement, any and all confidential information remains the property of Wayne County.

If there is any question as to what is confidential, employees are required to ask their supervisor whether the information in question is considered confidential, as well as, what should be secured in locked storage or files, password secured, or not released to others.

No confidential information may be utilized, copied or removed from the County except as authorized by the Department Head, for the employee's use in the ordinary course of performing his or her duties. The intentional or unintentional release of confidential information will result in discipline, up to and including termination.

Rvsd: 3/2008