



# Jefferson County Human Resources (JCHR) Employee Confidentiality Policy

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## 1.0 PURPOSE

1.1 Jefferson County Human Resources (JCHR) is committed to promoting an environment that retains the full trust and confidence of its customers, internal and external. Employees within Jefferson County Human Resources and County employees of other departments who are provided access to Human Resources information are entrusted to ensure the security and confidence of all confidential data and information. Access to County information systems, networks, and/or files is limited to users requiring access for the performance of their job responsibilities.

## 2.0 SCOPE

2.1 This procedure is applicable to all employees of Jefferson County and any other individuals (e.g. contractors) who are provided access to any Human Resources information system, network or files, and confidential data and information.

## 3.0 DEFINITIONS

3.1 Users – Any employee of Jefferson County or individual who is provided access to Human Resource information systems, network or files, and confidential data and information.

## 4.0 POLICY

4.1 County users are required to adhere to the following policies, restrictions and requirements at all times. If you are unclear as to any of the rules and policies detailed herein, please consult with your department head, the Receiver, and/or the Director of Human Resources. Violation of any of these terms may lead to disciplinary action, up to and including termination.

4.2 County users are entrusted with sensitive, confidential information related to thousands of County employees and various County operations. This confidential information may include, but is not limited to:

4.2.1 Personal identifying information – Data including but not limited to social security numbers, driver's license numbers, dates of birth, telephone numbers, and addresses.

4.2.2 Medical records – Information including but not limited to medical records related to sick leave, records for paid injury leave, post-accident records, or leave under the Family and Medical Leave Act.

4.2.3 Employment information – Data including, but not limited to supervisor reporting structure, personnel actions (e.g., appointments, transfers, demotions, promotions, leave records), and compensation and benefits records, performance evaluations, and disciplinary records.

4.2.4 Job data – Information including, but not limited to job analysis questionnaires, survey respondent responses, job analysis results, and compensation data.



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- 4.2.5 Employment test information –Test plans, test items (whether actual, potential, or draft questions), scoring criteria, schema, or benchmarks; test results; information concerning individual test performance, certification lists.
- 4.3 In the interest of ensuring the secure and proper use of confidential information, and out of respect for the privacy of others, the following requirements and restrictions apply to all users. All County users must agree to abide by each of the following statements.
- 4.3.1 I understand that the public perception of the JCHR is a sensitive and important matter and that even the appearance of impropriety can have serious repercussions on JCHR's public credibility, and consequently, its ability to fulfill its mission.
- 4.3.2 I understand that I am granted access to potentially confidential information only as necessary to perform my work responsibilities and that I will access such information for Jefferson County business purposes only. The phrase "for Jefferson County business purposes" simply means to the extent necessary to do the job assigned to me. I understand that I am expressly prohibited from searching, accessing, viewing, printing, copying, transferring, modifying, sharing, or discussing any confidential information except for legitimate Jefferson County business purposes. Accessing or using confidential information or data for any unauthorized purpose is strictly prohibited.
- 4.3.3 I understand that disclosing, disseminating, or allowing access to confidential information or materials (whether unintentional or otherwise) is strictly prohibited without the express approval of the Receiver or the Director of Human Resources. Disclosure or dissemination of, or allowing access to, confidential information to other parties or colleagues is allowed only when it is legally required to do so and/or when it is essential to the operation of the County, and strictly on a need-to-know basis.
- 4.3.4 I will maintain the confidentiality and security of my passwords for accessing any Human Resources information system or network. I understand that I am strictly prohibited from providing or sharing passwords or any other access codes assigned to me to any person unless authorized in writing by the Receiver or the Director of Human Resources.
- 4.3.5 I understand that confidential information must be properly safeguarded and kept secure at all times. Confidential information must never be left unattended or unsecured.
- 4.3.6 I will take all precautions necessary to safeguard confidential information and will inform the Receiver or the Director of Human Resources immediately if any question or problem arises, no matter how minor it seems, concerning the confidentiality of information under the control of the JCHR.



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- 4.3.7 I will cooperate promptly, honestly, and completely with management investigations of systems use or misuse. Such investigations may be triggered by a report or a complaint, by software designed to detect prohibited uses, or by management monitoring at random or based on suspected misuse.
- 4.3.8 I understand that inappropriate use of privileges to access and use of data may result in loss of access to the system and possible disciplinary actions, up to and including termination.
- 4.3.9 I understand that any violation of this confidentiality agreement may constitute “cause” for disciplinary action, up to and including termination.
- 4.3.10 I understand that adherence to this policy is a condition of continued employment with Jefferson County and will continue to bind me even after I resign or otherwise separate from employment with the County.

### 5.0 PROCEDURE

- 5.1 Department Head submits request for an employee to gain access to a HR System by completing the appropriate section on the HR Systems Access Form (HRF-001) and returning to HR.
  - 5.1.1 If submitting original with signature, the form may be dropped off to the Human Resources Receptionist located in Room A670, Downtown Courthouse.
  - 5.1.2 If submitting the form electronically, the completed form must be sent from the Department Head’s Jefferson County work email address.
- 5.2 Human Resources will approve or deny request.
  - 5.2.1 If denied, the Department head will be notified of the denial.
  - 5.2.2 If approved, HR Department will authorize the appropriate System Administrators to grant access to the employee and notify the Department Head of approval.
- 5.3 Once employee is given access, the appropriate System Administrator will complete the form and return to HR for file retention.
- 5.4 When an employee with access to a HR System separates, transfers, is reassigned to another department or migrates to other responsibilities, it is the responsibility of the Department Head to notify HR by emailing the HR Department at [hris@jccal.org](mailto:hris@jccal.org)
- 5.5 All users must complete Jefferson County Human Resources (JCHR) Employee Confidentiality Form (HRF-002) and submit to HR prior to obtaining access to HR Systems.