

Confidentiality Policy

Section 1.2

PURPOSE

Information security, confidentiality, and copyright protection are matters of concern for employees and all other persons who have access to City files and information assets, or for those whose information is contained within such files and assets. The City maintains a variety of sensitive and confidential information in the form of computerized and paper files and information assets for City departments, boards, agencies, officials, and employees, as well as for certain outside entities. As such, the City is obligated to prevent any and all unauthorized disclosure or use of these files and information assets.

POLICY

Supervisors and managers are responsible for and entrusted with all confidential information that is maintained by their respective departments, or routed through their departments. Confidential information includes but is not limited to personnel records maintained by the Human Resources/Risk Management Department (including employee work history and employee's personal financial, health and contact information). Confidential information must be maintained in secured files at all times when not in use, and may not be duplicated, shared, or distributed without prior written authorization from the assigned supervisor or Department Director, except where expressly provided for in City policy or written departmental rules or procedures.

Employees shall refrain from discussing items related to internal meetings, work incidents, or other confidential information, with the public or other employees who do not have a legitimate business need for the information. Confidential information will be shared only with employees or members of the public for legitimate business reasons, or as required by the California Public Records Act or other state or federal law, court order, or subpoena. Except where expressly provided for in City policy or written departmental rules or procedures, before disclosing any confidential information to another employee or the public, employees must obtain written authorization from their assigned Department Director or the City Clerk, or their designees, to release the requested confidential information.

Violation of this policy may result in disciplinary action up to and including termination.

All employees, interns, or volunteers whose job duties include any of the roles or responsibilities below, or who otherwise meet the criteria below, are required to complete a *Confidentiality Agreement*:

- Handling credit card transactions
- Using any computer or technological system which runs a payment processing application
- Having an 'administrator' login to any City application
- Having physical access to server rooms or data closets
- Working in the Information Technology Division
- Having access to the City's merchant or bank account information
- Having access to any purchasing card (City issued credit card) information other than related to their own individual account – primarily staff who process or authorize purchasing card statements
- Participating in any of the purchasing card handling process (processing transactions / deposits)
- Administering or handling any HIPAA or Medical Information
- Handling payroll processing, records or databases
- Handling personnel records or databases
- Handling criminal justice data
- Handling court records

CONFIDENTIALITY AGREEMENTS ARE REQUIRED TO BE SIGNED BEFORE ANY OF THE DUTIES ABOVE ARE PERFORMED OR THE TYPES OF INFORMATION ABOVE ARE ACCESSED.

OPERATIONAL PROCEDURES AND RESPONSIBILITIES

HR/RM Department	Issues policy and agreement to new employees as part of the onboarding process, as well as to current employees upon change in job duties due to promotion, transfer, etc., or upon approved updates/revisions to policy and/or agreement
New Employee/Intern/Volunteer	Completes and submits signed <i>Confidentiality Agreement</i> as part of the onboarding process, prior to first day of work, as applicable.
Current Employee	When so designated and required by their respective department and the HR/RM Department, completes and submits signed <i>Confidentiality Agreement</i> to Department Director.

ATTACHMENTS

City of El Monte Employee Confidentiality Agreement

City of El Monte Employee Confidentiality Agreement

This Confidentiality Agreement (“Agreement”) is made by and between the City of El Monte (“City”) and _____ (“Employee”).

Employee agrees to the following:

1. Employee agrees to comply with the City’s *Confidentiality Policy* and all other relevant policies or procedures when handling confidential information while employed by the City.
2. Employee agrees that upon termination of employment with the City, employee shall not disclose, use, transfer, copy, or transmit confidential information to any person or entity for any purpose whatsoever without the express written consent of the City.
3. Employee agrees that upon termination of employment with the City, employee shall return to the City all documents, records, passwords/access codes, manuals, statistics, software, disks, and/or any other materials containing confidential information.
4. Employee’s obligations hereunder shall survive termination of this Agreement, Employee’s completion of services with the City, termination of Employee’s employment, and any other agreement between the City and Employee.

Employee’s Acknowledgement of Policy Receipt

By signing this form, you acknowledge receipt of the City’s *Confidentiality Policy* and that you understand and agree to the terms and conditions contained in this *Confidentiality Agreement*.

Employee Signature

Printed Name

Date

Department Director Signature

Printed Name

Date

HR/RM Signature (Received)

Printed Name

Date