

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: **CONFIDENTIALITY OF PERSONAL INFORMATION
CONCERNING EMPLOYEES**

POLICY NUMBER: **HR-12.02**

EFFECTIVE DATE: **June 1998**

SUPERSEDES: **N/A**

LAST REVISION DATE: **March 2010**

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that personal information maintained by SBHS Human Resources Department concerning an employee is confidential.

EMPLOYMENT RECORDS:

- I. SBHS maintains an employment record for each employee that includes information such as the employee's job application, resume, training records, performance-related documentation, salary history, and other employment-related information. Employment records are the property of SBHS and are subject to the Open Records Act.
- II. Employees are required to provide SBHS with accurate, up-to-date personal information to include, but not limited to name, home address, telephone numbers, tax withholding information, marital status, number of dependents, beneficiary designations, and emergency contacts.
- III. Confidential personal information concerning an employee is accessible only under the following circumstances:
 - A. The Human Resource staff has access to the information for custodial purposes.
 - B. The employee's legal representative may have access to the information, if the employee has provided written, signed authorization for such access. SBHS's attorney should also approve this.
 - C. The employee's supervisor, the Chief Executive Officer (CEO) or designee(s) have access to the information when the information is essential for employment related purposes.
 - D. The Department of Human Resources Office of Fraud and Abuse and the Georgia Bureau of Investigation have access to the information for purposes of investigation of employment related misconduct.

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- E. The information must be disclosed if required by law. Examples include a subpoena of a court of competent jurisdiction and a request for production of documents as authorized by O.C.G.A. 9-11-34.

PROCEDURES:

- I. SBHS Human Resource staff is custodians of the confidential personal information and are responsible for compliance with this policy.
- II. If confidential personal information concerning an employee is maintained in a file together with information that is not confidential, the confidential personal information shall be removed prior to granting access to the file, unless one or more of the conditions in Section II of this policy is present.
- III. Employees are entitled to review their employment records upon request. The review must take place in the presence of a member of SBHS Human Resources Department. An employee cannot remove any contents of the file, but photocopies will be provided within a reasonable time after the employee's review of the file and at the employee's expense, pursuant to the Open Records Act.
- IV. Individuals seeking access to confidential personal information as authorized by this policy shall provide proper identification before being granted access.

REFERENCES:

- I. O.C.G.A. Section 50-18-17 et. Seq. (Georgia Open Records Act)
- II. Rules of the State Personnel Board - Rule 9 (Records)

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

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REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date