



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Confidentiality
INITIAL EFFECTIVE DATE	April 27, 2015
LAST REVISION DATE	Replaces <i>Section 1.6</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014. Revised June 25, 2018.
POLICY NUMBER	10.04

OBJECTIVE The purpose of this policy is to establish a policy that stresses and reiterates the need for employees to maintain confidentiality. The City strongly believes in conducting its business in such a way that the privacy of all its employees, citizens, businesses, and associates is protected within the guidelines of federal and state regulations.

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees who work for the City of Watauga.

POLICY

A. Definition

1. Confidential Information is defined as information not known or meant to be known by the general populace.

B. Confidential Information

1. Many City of Watauga employees have regular or occasional access to financial, personal information, confidential intelligence, and investigative and criminal history information, as part of their official duties.
2. All City employees must clearly understand that any unauthorized dissemination of this confidential information is a clear violation of City policy and, in some cases, a violation of state law and federal law.
3. Only those individuals whose job duties include dissemination of confidential information will provide this information in response to authorized inquires.
4. No confidential information related to City business or other employees should be divulged to anyone, including media, without approval of the department head, who shall confer with the City Manager or City Attorney to ensure compliance with the Texas Public Information Act, and other applicable laws.

5. A breach of this policy is grounds for disciplinary action up to and including termination. A breach of the associated laws may result in criminal penalties.
6. All employees will be required to sign a Confidentiality Agreement at time of hire. See attachment A.
7. Requests for employee information, job references, job questionnaires etc. must be referred to the Human Resources Department. See **Reference Checks/Verification of Employment Policy**.



CONFIDENTIALITY AGREEMENT

As an employee of the City of Watauga, I acknowledge that I may be exposed to confidential information in the course of my duties. This includes, but is not limited to, personnel information, documents and information relating to public information requests, development information and confidential citizen inquiries.

I acknowledge that this information is confidential and unauthorized dissemination is a violation of *Policy 10.04 Confidentiality* and, in some cases, a violation of state law and federal law. I acknowledge that confidential information should only be discussed on a “need to know” basis. I understand the data I have access to is property of the City of Watauga and shall not be used for personal gain/purposes. I also acknowledge that I will not reproduce any confidential information, nor use this information for any purpose other than within the performance of my duties.

The City Watauga reserves the right to take disciplinary action, up to and including termination, for violations of this agreement.

Signature

Date

Printed Name

HR Department