

1 Employees and ~~board~~ members of the Transylvania County Board of Education (the “board”)  
2 have an absolute duty to maintain the confidentiality of records as required by law. Employees  
3 and board members, by the nature of their positions, are exposed to confidential information that  
4 should not be repeated or discussed except with those recognized by law as having a right to the  
5 information. Any employee or board member who is not sure whether particular information  
6 may be protected by state or federal confidentiality laws should seek clarification from his or her  
7 immediate supervisor or the ~~assistant superintendent for~~ director of human resources (for  
8 employees) or from the superintendent or board attorney (for board members). When violations  
9 occur, appropriate disciplinary action will be taken.

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11 It is a criminal violation for an employee or board member to do either of the following:

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13 • knowingly, willfully, and with malice permit any unauthorized person to have access to  
14 information contained in a personnel file, or
- 15  
16 • knowingly and willfully examine, remove, or copy a personnel file that he or she is not  
17 specifically authorized to access pursuant to G.S. 115C-321.

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19 Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-  
20 47(18), -321, -402

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22 Cross References: Communicable Diseases – Students (policy 4230), Student Records (policy  
23 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records –  
24 Retention, Release, and Disposition (policy 5070/7350), Personnel Files (policy 7820)

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26 Adopted:  
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