

1 Employees and members of the Transylvania County Board of Education (the “board”) have an
2 absolute duty to maintain the confidentiality of records as required by law. Employees and
3 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 director of human resources (for employees) or from the
8 superintendent or board attorney (for board members). When violations occur, appropriate
9 disciplinary action will be taken.

11 **A. PERSONNEL FILES**

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

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

21 **B. STUDENT RECORDS**

22 Employees and board members shall safeguard the confidentiality of student records as
23 provided in policy 4700, Student Records.

26 **C. HANDLING AND TRANSMITTING PERSONALLY IDENTIFIABLE INFORMATION**

27 The superintendent or designee is directed to establish and enforce processes and
28 protocols for the secure handling and electronic transmission of personally identifiable
29 information of students and employees.

32 Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; G.S. 115C-
33 47(18), -321, -402

35 Cross References: Communicable Diseases – Students (policy 4230), Student Records (policy
36 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records –
37 Retention, Release, and Disposition (policy 5070/7350), Personnel Files (policy 7820)

39 Other Resources: *Transmitting Private Information Electronically: Best Practices Guide for*
40 *Communicating Personally Identifiable Information by E-mail, Fax, or Other Electronic Means,*
41 available at <https://www.dpi.nc.gov/best-practices-guide-pii-and-email/download?attachment>

43 Adopted: October 19, 2015

45 Revised: [DATE]

REVISED