

PROTECTION OF RESTRICTED AND CONFIDENTIAL INFORMATION

Policy # **1135**
Original Effective Date: 01/15/2020
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Type of Policy: ☒ BOARD ☐ DISTRICT ☐ FIRE ☐ PARKS

POLICY

1135.1 Cosumnes Community Services District ("District") employees shall ensure that restricted and confidential information is reasonably protected.

PURPOSE AND SCOPE

- 1135.2 As a result of employment with the District, employees may have access to information about District employees, vendors, and/or the public, which is restricted or confidential.
- 1135.3 This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, and other persons who contract with the District.

APPLICATION / PROCEDURE

- 1135.4 Definitions:
- a. Confidential: Information that is made confidential or privileged by law or the disclosure of information that is otherwise prohibited by law or District policy.
 - b. Restricted: Some restrictions or limitations on the use of or disclosure of the information.
- 1135.5 Employees shall not access or attempt to access restricted or confidential information for which they have not been authorized to access.
- 1135.6 Employees shall not disclose restricted or confidential information by any means except in accordance with, District policies, Department-specific policies and regulations or when required by law.
- 1135.7 Employees shall discuss restricted or confidential information that is used in their work only with those people who have a need to know and in non-public locations.
- 1135.8 Even after termination of employment with the District, former employees are responsible for not disclosing restricted or confidential information of any kind that was obtained as a result of their employment with the District.
- 1135.9 This policy does not prevent employees from bringing forward complaints disclosing fraud

or impropriety, or from engaging in privileged communication.

- 1135.10 Employees are responsible for the protection and safekeeping of restricted and confidential information, documents and material and for the handling of such information, documents and material in their possession, in whatever form that information is contained (i.e. electronic, physical), so as to prevent disclosure to unauthorized persons.
- 1135.11 Employees have a duty to report to their supervisor or another manager any circumstances that cause them to believe the restricted or confidential nature of their work may be compromised or any restricted or confidential information was disclosed in violation of this policy.

REFERENCES

None