



Promise Academy (the "School") Personnel Records and Privacy

The School recognizes that much of the information in personnel records includes confidential data and information.

As such, the Board of the School directs the School Administration to develop and monitor policies and procedures to ensure the confidentiality of all personnel records. The Board may request to review, from time to time, those policies and procedures.

At minimum, these policies and procedures should address the following:

1. Personnel financial data and information, including compensation, garnishments, taxes.
2. Age and dates of birth.
 - a. The Board recognizes that personnel may engage in birthday celebrations, but in no event shall any personnel be forced to participate in such celebrations, for themselves or others, nor shall the administration allow birthdates of employees or the age of employees to be distributed to any personnel who do not have a need to know such information.
3. Performance evaluations and other performance data, unless specifically required to improve teaching performance and then only to personnel who have a need to know such information.
4. No personnel shall offer information, including referrals or employment verifications, to third parties about any past or current employees without express, written approval from the administration.
5. Medical data and information.
6. Credit or loan information.
7. Marital information.
8. Gender or gender-related information.
9. Political affiliations.
10. Employee literacy.
11. Fingerprints, photographs or other such evidence of identity.
12. Criminal background information.