

## Data Management Group Policy Employees Working with Data

**Policy Identification Number:** DMG-2009-003-RR

**Policy Name:** Employees Working with Data

**Effective Date:** August 27, 2009

**Approval Authority:** Data Management Group

**Statutory Reference:** FERPA, NC State Board Policy

**Policy Statement:** An Employee Confidentiality Agreement is required for all new and current employees regarding the release of any Personally Identifiable Information (PII) about individuals.

**Reason for Policy:** To protect personally identifiable information about individuals.

**Policy Details and Related Documents:** As part of new employee orientation and employee annual reviews, each employee will be required to sign the confidentiality agreement indicating his/her understanding and agreement to abide by all laws regarding the security of confidential data and all NCDPI policies regarding their use. The PII employees view and work with should not be released to anyone during or after employment with DPI except as permitted in the execution of the employee's assigned duties.

**Related Documents:** The Employee Confidentiality Agreement is available on the intranet in the Personnel Policy Manual:

<http://www.ncpublicschools.org/docs/fbs/personnel/benefits/policymanual.pdf>

**Contacts:** The Office of Policy and Strategic Planning is the proponent for this policy. Questions related to this policy or exception to the policy should be directed the Enterprise Data Manager at 919-807-3241.

**Revision History:**

Version #	Version Date	Source file	Description of Change	Author

This policy applies to all data used by the agency in the performance of its mission. This data includes any that is collected, stored, processed, and/or disseminated using DPI information systems.