

PERSONNEL FILES

In order to ensure the security/integrity of personal data of staff personnel and to make such data available only to those who have a need to know in the execution of their official duties:

Supervisory personnel access:

- A. The Human Resources Department shall establish a check-out system for all staff personnel records, excluding benefit paperwork, verification of employment, and medical records or any document that includes social security number, passport number, date and or place of birth or