# E. PRIVACY ISSUES

**REFERENCE CHECKING**

From time to time, other employers or financial institutions will call to check for references on a former employee or employment data of a current employee. In the case of financial institutions, the request should be forwarded to the Human Resource Department. The only information disclosed will be dates of employment, position held or currently holding, and confirmation of a salary quoted by the person making the request. Any additional information requested should be submitted in writing with signed authorization from the employee or former employee.

In the case of reference checking, the call may be handled by the head of the department of the employee. The dates of employment, and position held may be disclosed, but not the salary. Persons giving out information  on past employee performance should be aware that divulging information is legal if the information is accurate, but that there are some risks associated with doing so.

**COMPUTERS**

Employees should be aware that all data on computer hard drives and company networks is not totally confidential and can be accessed by the administrator. Information on the network is company property.

**SENSITIVE INFORMATION**

All sensitive business and employee information should remain protected at all times. Examples of sensitive employee information are personally identifiable information such as SSN, driver's license number, bank account number, passport number, direct deposit forms, W-2's,  etc...  Examples of sensitive business information are vendor, donor, or supplier banking information, internal banking information, etc.

If an email request is made for sensitive business or employee information the recipient of the email is required to verify that requestor is a legitimate party. This verification should be done face-to-face or by a phone call initiated by the recipient of the request. After the requestor is verified, the employee must receive permission from the Executive Director or Director of Finance to release the requested information to the requestor.