

## Community Relations

**SUBJECT: CONFIDENTIALITY OF ELECTRONIC INFORMATION**

The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential electronic data will be limited only to authorized personnel of the District.

It is a violation of the District's policy to release confidential electronic data to any unauthorized person or agency. Any employee who releases or otherwise makes improper use of electronic data is subject to disciplinary action.

However, if the electronic information sought is available under the Freedom of Information Law and can be retrieved by means of existing computer programs, the District is required to disclose this information.

Family Educational Rights and Privacy Act of 1974, 20 USC § 1232(g)  
34 CFR Part 99  
Public Officers Law § 84 et seq.

Adopted: 6/22/99  
Revised: 9/6/22