BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: VI:20:00 Date: September 1975

Subject: **Confidentiality of Employee Data**

The following statements apply to the accumulation and dissemination of information about College employees:

No information from records and data banks directly related to an employee shall be distributed to individuals or agencies outside the College without consent of the employee in writing, except for official State University purposes or pursuant to subpoena or court order. Similar data for intra-College use will be made available only on a "need to know" basis. Improper use of these data will result in appropriate sanctions.

Initial collection of data for the College's Personnel Data System will be done immediately following appointment of all personnel. Updating of data will be performed each semester, failure by employees to return update form within 10 days of receipt will result in use of original data as "official" for all purposes.

Data required to be made public pursuant to the Freedom of Information Law (name, title, campus address, and salary) will be compiled on an annual basis and place in Butler Library.

For professional employees, materials contained in official personnel files are subject to the conditions contained in the Agreement between the State of New York and the United University Professions, Inc. Civil Service employee's personnel files are governed by the Agreement of the State of New York and the Civil Service Employees Association, and Security Officer personnel files are governed by the Agreement between the State of New York and the Security Unity Employees of Council 82, American Federation of State, County, and Municipal Employees.

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