

## **EMPLOYEE CONDUCT**

**2214**

(No. 4 October 1998)

The department is required to establish rules of conduct for employees involved in the design, development, operation or maintenance of records containing personal information (CC Section 1798.20). See Section 2215, Security of Records.

### **Policy**

The following rules of conduct for the above-mentioned employees will be followed and those employees will be instructed by their supervisors both of these rules and of the remedies and penalties for noncompliance with these rules.

- Employees responsible for the collection, maintenance, use and dissemination of personal information about individuals, including their employment and medical history, financial transactions, marital status and dependents, shall comply with the provisions of the Information Practices Act (CC Sections 1798 through 1798.76).
- Employees shall not require individuals to disclose personal information which is not necessary and relevant to the lawful state function for which the employee is responsible.
- Employees shall assist individuals who seek information pertaining to themselves in making their inquiries sufficiently specific and descriptive to facilitate locating the records.
- Employees shall not disclose personal information relating to individuals to unauthorized persons or entities.
- Employees responsible for the maintenance of records containing personal information shall take all necessary precautions to ensure that proper administrative, technical and physical safeguards are established and followed in order to protect the confidentiality of these records.
- Employees who intentionally violate the act are subject to termination.

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