

**SUBJECT: RELEASE OF PERSONNEL INFORMATION**

All steps should be taken to protect the privacy of employees and former employees of the BOCES. To ensure the individual's privacy, confidential information shall not be shared with a third party except in the following situations:

- a) When it is determined that the Board needs information from the employee's personnel record to aid them in performing their legal responsibilities. Examination of this information shall be conducted only at executive sessions of the Board.
- b) When the employee grants permission.
- c) When the third party would need to contact a particular staff member in case of a verified emergency during non-school hours.
- d) When served with a subpoena or other legal document requiring release of the information.
- e) When required by the Freedom of Information Law (FOIL).

BOCES personnel who violate this policy by releasing information will be subject to disciplinary action.

Commissioner's Regulations  
Section 84  
Public Officers Law Section 87

**Adopted: February 13, 2002**