

VULCAN COUNTY POLICY NO. 12-3132	CONFIDENTIALITY
Effective: July 20, 2011	Amended: September 20, 2023
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Review Date:	



CONFIDENTIALITY

1) PURPOSE

The purpose of this policy is to ensure that all employees of Vulcan County are aware that any confidential information that they become privy to through their employment at Vulcan County shall be kept confidential.

2) GUIDELINES

- a) Employees must not disclose confidential information or conduct themselves in a way that would jeopardize the safety or security of, whether that information is proprietary or confidential to Vulcan County.
- b) Confidential information may not be given or released without proper authority to anyone who is either not employed by Vulcan County or to a Vulcan County employee who has no need for such information.
- c) Employees shall take all reasonable actions to protect against or prevent unauthorized use or disclosure of Vulcan County's confidential information.
- d) All employees will be required to sign the Confidentiality Agreement Form 12-3132 upon the start of employment.
- e) The Payroll and Benefits Coordinator is responsible for ensuring the Confidentiality Agreement is signed upon start of employment.

3) REFERENCES

- a) Confidentiality Agreement Form 12-3132