

**UNAUTHORIZED RELEASE OF CONFIDENTIAL /
PRIVILEGED INFORMATION**

The Governing Board, administration and staff shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this District permit disclosure. Information and records pertaining to closed sessions, negotiations and student records are not subject to public disclosure under Government Code 6252-6260.

Any employee who willfully releases confidential/privileged information about students, staff or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from District service. Confidential information includes any information relating to the Board's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference: (See below)

All Personnel

BP 4119.23
4219.23
4319.23

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Legal Reference:

EDUCATION CODE

35010 *Control of district; prescription and enforcement of rules*

35146 *Closed sessions (re student suspension)*

44031 *Personnel file contents and inspection*

44932 *Grounds for dismissal of permanent employees*

44933 *Other grounds for dismissal*

45113 *Rules and regulations for classified service*

49060-49078 *Pupil records*

GOVERNMENT CODE

1098 *Public officials and employees: confidential information*

3540 *et seq. Meeting and negotiating in public employment*

6252 *et seq. Inspection of public records*

54957 *Closed session; purposes for holding; definition of "employee" exclusion of witnesses*

54957.2 *Taking of minutes at closed sessions; clerk; minute book*

54957.6 *Closed session, representatives to employee organization(s); state conciliator*

LABOR CODE - 1102.5 Employees: disclosure of information

UNITED STATES CODE, TITLE 20

1232g *Family Education Rights and Privacy Act*

Policy
Adopted: September 11, 2000

BREA OLINDA UNIFIED SCHOOL DISTRICT
Brea, California