

RESOLUTION 20-11
EMMET COUNTY
Privacy and Confidentiality Policy

Whereas, during the course of employment, County employees come in contact with private information about citizens or other employees such as personally identifiable information including social security numbers, dates of birth or medical information. All employees are responsible for compliance with County policies and with the laws and regulations relating to the collection, use and release of such information. Employees must balance the privacy interests of employees and citizens with the County's legitimate business needs for this confidential information.


Employees who work with or gather confidential and private information shall:

1. Only request information that is relevant to County business
2. Explain to citizens what information will be collected, the source of the information and how it will be used.
3. Use the information in an accurate, complete and timely manner.
4. Limit access to confidential information to only those employees who have a business need.

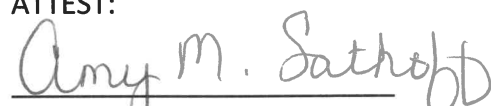
If an employee is unsure what is considered confidential information, the employee must check with the employee's immediate supervisor or County Attorney.

Adopted this 28th day of April 2020.

EMMET COUNTY BOARD OF SUPERVISORS ATTEST:



John Pluth, Chairperson



Amy M. Sathoff, Auditor

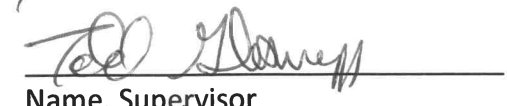
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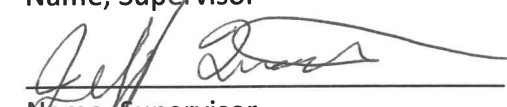
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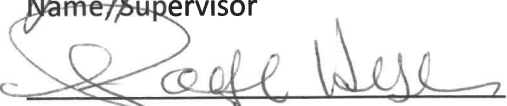
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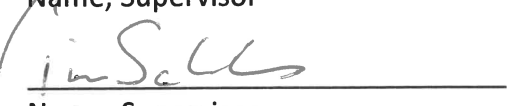
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