

# MACOMB COUNTY HUMAN RESOURCES POLICY

## CONFIDENTIAL INFORMATION

Employment with Macomb County carries with it an obligation to maintain the appropriate level of confidentiality, even after the employee leaves the County's employ. An employee shall not disclose or use for his/her benefit or the benefit of any other person or business, any proprietary, business, financial, or other confidential information which he/she has acquired during his/her employment with the County. Employees shall not use confidential information in any way other than as an employee of the County and as necessary to further the County's interests. "confidential information" means information or material which is not generally available to or used by others and is defined on a departmental basis.

Employees shall not discuss County confidential information with anyone who does not work for the County, and shall not discuss transactions with anyone who does not have a direct association with the transaction. If an employee is questioned by someone outside the County or the department, and there is a concern about the appropriateness of providing certain information, the request should be referred to his/her supervisor or Elected Official/Department Head.

Employees are not permitted to remove or make copies of any County records, reports, documents or confidential information without management approval.

Computer passwords are highly confidential and as such, employees must take precautions to safeguard any password information. If another method of accessing a computer system is used, such as an ID badge or swipe card, use shall be restricted to the identified individual.

Confidential information shall, at all times, remain the property of Macomb County. The County retains the right to access, examine or disclose any material prepared, stored or transmitted on its computer systems or maintained in desks, offices or any other County property. Upon termination of any relationship with the County of Macomb, an employee shall surrender all confidential information in his/her possession to the County.

Approved:



Office of County Executive



Date