

DRAFT UPDATE

Mid-Valley Special Education Cooperative

5:130

General Personnel

Responsibilities Concerning Internal Information

Cooperative employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Advisory Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the Cooperative or used by the Cooperative or its employees. The Executive Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.: Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.
Ill. Freedom of Information Act, 5 ILCS 140/1-et seq.
Local Records Act, 50 ILCS 205/1-et seq.
105 ILCS 10/1-et seq.
Personnel Record Review Act, 820 ILCS 40/1-et seq.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to Cooperative Public Records), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: April 4, 2012

Comment [AKL1]: After its 5-year review, this policy's Legal References were updated. Issue 79, May 2012