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|  |  | **Blue Ridge Fire District**  **Policy and Procedure** | | |  | General Order Number  **C205** | |  |
|  |  | | | | | | |  |
|  | Subject:  **Confidentiality of Information** | | | Effective Date:  **April 1, 2015** | | | Total Pages:  **1** |  |
| Board Approval Date:  **March 21, 2015** | | | Resends: |  |
|  | Application:  **All District Personnel** | | *Signed into effect as authorized by the Board of Directors*  John Banning, Fire Chief | | | | |  |
|  |  | |  | | | | |  |

**I. PURPOSE**

To protect the privacy of both District affairs and employees’ personal information.

**II. SCOPE**

This policy applies to all employees of the Blue Ridge Fire District.

**III. POLICY**

It is the policy of the Blue Ridge Fire District that the business affairs of the District and the personal affairs of the employees shall be discussed with no one outside the District if it is information that is not available to the general public.

**IV. GUIDELINES**

A. Dissemination or disclosure by any employee of the District’s proprietary operations or procedures is strictly prohibited.

B. Access to certain confidential or sensitive District information or employee information shall be limited to those employees who, in the Fire Chief’s judgment, “need to know” in order to perform their job duties. Unauthorized employees may not attempt to obtain or observe such information. Any employee who handles confidential information is responsible for its security, both internally and externally.

C. Likewise, any information gained by a Blue Ridge Fire District employee regarding the activities or operations of the District’s suppliers or public customers is to be strictly confidential.

D. Violation of this policy may result in corrective and/or disciplinary action, up to and including termination.