

Agency Name
Transit Policies and Procedures

Subject	Confidentiality
Section	Personnel
Effective Date	
Approved By	
Approval Date	

Purpose

Establish procedures to guarantee confidentiality of all sensitive information pertaining to Agency employees and passengers.

Definitions

Confidential: The state of privacy attached to physical or verbal information.

Procedure

Develop procedures to maintain the confidentiality of all personnel and passengers. Prohibit employees from discussing confidential information without prior consent. Consider employee and passenger records as confidential and do not release them without written authorization. Protect employee and passenger records from loss, defacement, tampering, and unauthorized use.

Enforce severe discipline up to and including termination for employees who violate the policy.

Responsibilities

The Transit Director should develop confidentiality procedures, notify all employees of the procedures, and ensure compliance.