

<b>POLICY</b>	<b>9550</b>
	<b>Adopted: February 2, 2010</b>
	<b>Personnel &amp; Negotiations</b>

**SUBJECT: EMPLOYEE'S PERSONALLY IDENTIFIABLE INFORMATION**

The District shall not, unless otherwise required by law, publicly post or display an employee's Social Security number, print a Social Security number on any identification badge or card, including any time card, place a Social Security number in files with unrestricted access, or communicate an employee's personally identifying information to the general public without the employee's written consent. For purposes of this section, *personal identifying information* shall include Social Security number, home address or telephone number, personal electronic mail (email) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

Reference: New York Labor Law § 203-d