

16.0 CONFIDENTIALITY

16.1 GENERAL

Many employees working for the South Suburban Sanitary District will have access to information that is proprietary and/or confidential. The information may come from businesses the District works with, through an investigation conducted by or on behalf of the District, or the information may be generated internally. District employees shall not disclose proprietary and/or confidential information. If an employee has any doubts as to whether a person is entitled to receive confidential information or as to whether or not information is confidential, prior to disclosure of the information, the employee should make that determination by speaking with the appropriate supervisor.

16.2 DEFINITIONS

16.2.1 Confidential Information Definition – Confidential information shall be defined as:

- A.** All proprietary information submitted to the District through its regulatory process which is not publicly available relating to the management, operations, products, personnel and/or finances of the Company submitting the information;
- B.** Any information concerning an employee or other person which is information generally considered personal or private, including but not limited to: medical information, financial information, disciplinary information and/or information obtained in a background investigation;
- C.** Any information which is marked or designated by the District as confidential;
- D.** All information, whether or not in written or other tangible form and whether or not designated as confidential, which is treated by the District as confidential.

16.2.2 Definition of Disclosure – Disclosure shall be defined as the copying, transmission, reproduction (mechanical or electronic) summarization, quotation, publication, broadcast or any other communication or dissemination of Confidential Information to any person, company, corporation, partnership, group, organization, or media who is not expressly authorized to receive or obtain said information.

16.3 PENALTY

Any employee who discloses Confidential Information in violation of this policy shall be subject to discipline, up to and including termination.