

E. PRIVACY ISSUES

REFERENCE CHECKING

From time to time, other employers or financial institutions will call to check for references on a former employee or employment data of a current employee. In the case of financial institutions, the request should be forwarded to the Human Resource Department. The only information disclosed will be dates of employment, position held or currently holding, and confirmation of a salary quoted by the person making the request. Any additional information requested should be submitted in writing with signed authorization from the employee or former employee.

In the case of reference checking, the call may be handled by the head of the department of the employee. The dates of employment, and position held may be disclosed, but not the salary. Persons giving out information on past employee performance should be aware that divulging information is legal if the information is accurate, but that there are some risks associated with doing so.

COMPUTERS

Employees should be aware that all data on computer hard drives and company networks is not totally confidential and can be accessed by the administrator. Information on the network is company property.