

PERSONNEL / PUBLIC OFFICIALS	B AND G
POSSESSION OF CONFIDENTIAL INFORMATION OR CONFIDENTIAL DOCUMENTS BY FORMER EMPLOYEES AND PUBLIC OFFICIALS	BCB AND GBCB
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**Possession of Confidential Information or Confidential Documents
By
Former Employees and Public Officials**

I. PURPOSE

The Lincoln School Committee seeks to maintain and protect confidential information, including confidential information received through email or other electronic means and confidential documents, and further to maintain confidentiality of district, students, parents, and employees and other information as provided by state and federal law.

II. ENABLING AUTHORITY

The Lincoln School Committee hereby adopts this policy on possession of confidential information or confidential documents by former employees and public officials to comply and be consistent with any applicable federal or state law or regulation regarding maintaining confidentiality of information or documents and other data in former employees and elected officials' possession.

III. POLICY

- a. For the purposes of this Policy "confidential information" includes but is not limited to:
 - Personal identifiable information including a student or parent's first and last name, a home or other physical address, a telephone number, a Social Security identification number, a student number, a student's biometric record, a student's date of birth or place of birth, a mother's maiden name, or other information that alone or in combination, is linked or linkable to a specific student or parent that would allow a reasonable person in the school community, who does not have personal knowledge of the

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relevant circumstances, to identify the student or parent with reasonable certainty.

- Confidential documents such as, but not limited to:
 - Executive Session meeting minutes or drafts.
 - Confidential information received via email or other electronic means.
 - Financial records.
 - Personnel records.
 - Student records.
 - Correspondences and emails.
 - Text messages.
 - Any documents deemed to be confidential by the District or designated as confidential by the District or through policy.
 - Any documents marked confidential.
 - Any documents containing personally identifiable information to a student, parent, or employee.
 - Any documents deemed confidential by applicable federal state law, rule, decision, or regulation.
- Recommendations including a student’s admission to any educational agency or institution, a student’s application for employment, or a student’s receipt of an honor or honorary recognition.
- Participation in officially recognized activities and sports.
- Weight and height of members of athletic teams.
- Dates of attendance.
- Most recent previous educational agency or institution attended by the student.
- Political affiliations or beliefs of the student or the student’s parents.

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- Mental or psychological problems of the student or the student’s family.
 - Sex behavior or attitudes.
 - Illegal, antisocial, self-incriminating, or demeaning behaviors.
 - Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or student’s parent.
 - Income.
- b. All former employees and public officials, immediately upon leaving employment or office, shall return any confidential information and confidential documents acquired during his or her service as an employee or public official of Lincoln Public Schools. The information may be in any format including handwritten, printed, computer, microfilm, microfiche, email, audiotape, videotape, filmed or preserved in any other medium including digital medium that contains information related to or contains information directly related to the student or employee which is maintained by District or party acting in its behalf.
- c. No former employee or public official, immediately upon leaving employment or office, shall disclose any confidential information or confidential documents acquired during his or her employment or service.
- d. All former employees and public officials shall return all confidential information and confidential documents in person. If the information or document is digital in nature, the former employee or public official must delete all confidential files, emails, and correspondence acquired during the former employee’s employment or public official’s service.

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- e. All current employees and public officials must sign a material and digital asset release form that states they agree to return all confidential information or confidential documents and/or delete all confidential digital information and confidential documents acquired during their employment or service immediately upon leaving employment or office.
- f. All former employees and public officials must sign a material and digital asset return form acknowledging that all confidential information and confidential documents have been returned.
- g. Former employees and public officials shall only share confidential information or confidential documents acquired during employment or service if they are required to do so by law or if they have the written consent of the school district and any individual whose information may be shared.

IV. DEVELOPMENT OF PROTOCOL

The Lincoln Superintendent shall develop a procedure to ensure implementation and compliance with this Policy.

TOWN OF LINCOLN SCHOOL COMMITTEE, Lincoln, Rhode Island

Approved by the School Committee: August 21, 2023