

Vermont Catholic Charities, Inc.
Residential Care Homes Policies and Guidelines

SUBJECT: Employee Privacy Policy	Policy Number 00005
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

EMPLOYEE PRIVACY POLICY

Vermont Catholic Charities, Inc., is committed to respecting the privacy of each employee as well as abiding by all laws set forth. The Organization retains the rights and privileges to seek, lawfully use, and safeguard employment related information regarding its employees, therefore:

1. Any request for information about a current or past employee will be forwarded to the Human Resources Department, since individuals and the Organization may be held liable for any inaccurate or false information released. The only information shared per written request will be date of hire, date of termination and position held; except as required by law or by order of a court of competent jurisdiction.
2. Employees are permitted to inspect information in their personnel file. The file will be made available after an appointment is scheduled with the Administrator. (Employee maybe charged a reasonable fee for copies of their files.)
3. It is our policy to maintain confidentiality in regards to employee records, even after termination, therefore should an employee leave the Organization there will be no disclosure of their file except as required by law or by order of a court of competent jurisdiction.

Any violation of this policy will result in disciplinary action up to and including termination.

**This policy replaces, revokes, and rescinds all former, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*