

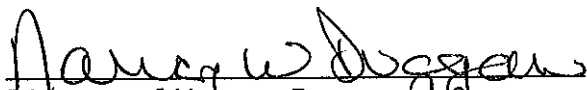
City of Dunedin
PRIVACY POLICY REGARDING CITY RECORDS

City of Dunedin employees may have access to a wide variety of City records, including personnel records, utility records, etc. in the form of documents, emails, entries into the City's computer system, the City's voicemail system and other forms of other information systems. The following sources of information are generally referred to herein as "records". The purpose of this Policy is to provide guidance to City employees regarding access to and distribution of City records.

The Policy of the City of Dunedin regarding access to and the requirement to maintain confidentiality regarding City records is as follows:

1. Employees may have access to City records as part of the employee's job functions. That access may be substantially greater than that available to other employees of Dunedin and such records may not be available to the public except in response to a public records request. Some of these records will be necessary for the performance of the employee's job function.
2. The information in City records is subject to the provisions of Chapter 119 of the Florida State Statutes. Some of the information in City records is exempt from that statute. Some of the information in City records is both confidential and exempt from that statute. Employees will make their very best effort to keep exempt information protected from disclosure except as directed by a supervisor. Employees will treat information that is statutorily confidential with the greatest care and not to make such information available to other persons except upon express direction from the employee's supervisor following coordination with the City Attorney.
3. Much of the information in City records is not confidential or exempt from the public records law but is, nonetheless, deserving of a certain level of privacy and discretion, except in instances where a public records request is lawfully made. Unexempt information will be handled discreetly and not revealed to other persons or accessed by employees, except as part of the employee's job function.
4. The City of Dunedin honors the common feeling among its employees that the privacy of personnel records and other types of records in the City which, except for the public records law, would be deemed to be private information is deserving of a certain level of privacy and discretion, except in instances where a public records request is lawfully made. The privacy of such records will not be breached any further than it is necessary to comply with the requirements of law and will not be accessed by employees except as part of the employee's job function and the employee understands and agrees with that concept.

5. Employees will not access or reveal information from City records except as is necessary and required to fulfill the employee's job functions and the information contained in those records will only be revealed and used for official purposes. Employees will not communicate any information learned from City records or from the employee's duties to other parties who do not have a specific need to know that information except in order to comply with the law.
6. In any situation which an employee is unsure of how this Policy should be applied in a specific instance, the employee will confer with their supervisor to determine the proper application of this policy.
7. Employees will commit to this Policy that the privacy of City of Dunedin records should be accorded the highest level of discretion that is consistent with the law and that no information should be accessed or provided to other persons unless such information is necessary in the employee's job performance and professional responsibilities to the City.
8. Violations of this Policy will be handled in accordance with the City of Dunedin's Progressive Discipline Policy.
9. This Policy is not applicable to any fact situation in which the provisions of Chapter 112.3187 F.S. (Whistleblower Act) is implicated.


Director of Human Resources &
Risk Management

12-1-12
Date


City Manager

12/04/12
Date