



MASON COUNTY FIRE DISTRICT #4

TITLE: PRIVACY / RELEASE OF INFORMATION

CHAPTER: 2000 NUMBER: 2300 APPROVED: 10-07-2008

APPROVED: Signature on file Bob Burbridge, Chief

The relationship between the District and its members, retirees, and former members is such that some information must be collected with respect to each member to administer the planning and personnel functions (including job evaluation, performance and placement judgments), to carry out the provisions of the compensation and member benefit programs, and to satisfy government reporting requirements. It is therefore essential that a sound policy be provided which ensures the confidentiality and privacy of any such information received and retained by the District.

The District will regard member information as confidential and will respect the need for protecting each member's privacy by providing guidelines for the proper receipt, possession, use, retention and transmittal of personal information. The District will exercise appropriate judgment when both releasing and gathering of information of prospective members, current members, retirees and former members.

Pertinent Information. The District will collect and retain only such personal information as is pertinent to effectively conduct business and to administer personnel programs.

Medical Information. Results of medical examinations and information provided by employees and volunteers shall not be released to any third parties without the explicit written approval of the affected member. The filing of a claim by, or on behalf of, a member pursuant to a benefit program is deemed to be consent by the member for release of whatever medical information may be required in connection with processing such claim.

Outside Verification – The District does not give references, other than to confirm the dates of employment and last salary, without the express written consent of the member. The District reserves the right to decline to give a reference even in situations where a member gives consent. The Fire District will only provide references for members with the explicit written consent of the member.

Only the Fire Chief or his or her designee will provide employment references on current or former regular employees.