

Antrim County
Unauthorized Release of Information Policy

September 8, 2005

Employees of the Coordinator/Planner office have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. The information provided to Coordinator/Planner office employees, by the State of Michigan for the purpose of administering the Antrim County Safe Driver Program, is confidential and its release is governed by law: for example, an employee's driver record.

These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access or release information contained in the records and files of this department, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with work area procedures.

If an employee of the Coordinator/Planner office is approached to provide information inappropriately, including digital images and signatures, the employee must refuse to release the requested information and immediately advise their supervisor.

It is a very serious offense for an employee to access, release or use for personal purposes, confidential information obtained in the course of employment. A violation of this policy is just cause for disciplinary action up to and including dismissal. In addition, the county may request criminal charges be filed against the employee, which could result in a felony conviction.