

PLEASE TYPE OR PRINT

_____ (Name) Last	_____ First	_____ Middle	_____ Person ID/ Employee Number
_____ Job Title			
_____ Branch, Division, or Unit			

**Los Angeles Unified School District
Information Technology Division**

SECURITY OF PERSONNEL INFORMATION

The sensitive and private nature of the information to which employees of the Information Technology Division have access necessitates that they thoroughly understand their responsibility with respect to these materials. Any willful action that compromises that integrity of a personnel transaction is cause for dismissal.

Except as required by the duties of their positions, employees must not:

1. Divulge or discuss information relating to personnel transaction content, employees, or committees.
2. Divulge or discuss restricted and protected information in personnel folders, service folders, employee relations folders, or related personnel records.
3. Remove from the premises current or obsolete, restricted and protected materials, or allow these materials to be seen by unauthorized persons.
4. Take any action which you would inappropriately advantage one person over another.

Employee must:

1. Take necessary steps to safeguard restricted and protected information and materials in their custody.
2. Call to the attention of their supervisors any situation which might indicate that the security of any personnel records has been or is being threatened.
3. Avoid actions which give the appearance of conflict of interest or that jeopardize the security of personnel records.

I have read, understand, and have been provided a copy of this Security of Personnel Information form and agree to accept my obligations with respect to the security of personnel records.

Employee's Signature

Date