

**POLICY TITLE:** CONFIDENTIALITY  
**POLICY NUMBER:** 3080

**COMMITTEE APPROVAL DATE:** 09/05/2018  
**BOARD APPROVAL DATE:** 09/26/2018

**WRITTEN/REVISED BY:** HUMAN RESOURCES  
**SUPERSEDES:** 06/25/2018

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**POLICY:**

**3080** It is the policy of the Beach Cities Health District (“District”) to protect confidential and proprietary information with respect to District business.

**SCOPE:**

**3080.1** This policy applies to all District employees, interns and volunteers.

**RESPONSIBILITY:**

**3080.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

**GUIDELINES:**

**3080.3** The District is legally and morally obligated to ensure the confidentiality of personal and proprietary information. Given the competitive nature of the District’s enterprise, protecting proprietary and confidential information is of vital concern to the District.

**3080.3.1** Proprietary and confidential information is one of the most important assets of the District as it enhances the District’s opportunities for future growth and indirectly adds to the job security of all employees.

**3080.3.2** Proprietary information includes all information relating in any manner to the services and business of the District and its clients that is produced or obtained by District employees during the course of their work. Information considered to be confidential or proprietary includes, but is not limited to client names, client lists, customer preferences, customer relations information, pending projects or proposals, new materials research, programs and services initiated by the District, personnel files, financial and marketing data, compensation data, addresses, phone numbers, medical history data, physiological data, and trade secrets.

**3080.3.3** Employee acknowledges and agrees that employment with the District creates a relationship of confidence and trust with respect to all of the District’s confidential and proprietary information. At any time during employee’s term of employment and following the termination of employee’s employment with the District, whether voluntary or involuntary, employee shall not, except as authorized in the conduct of the District’s business or as authorized in writing by the District, use, publish or disclose any of the District’s proprietary or confidential information in any manner whatsoever.

**3080.3.4** Employees shall take care to ensure that their discussions relative to such information are conducted in private areas not accessible to other employees, clients, guests or visitors.

**3080.3.5** Employees must not use or disclose any proprietary or confidential information that they produce or obtain during employment with the District, except as required by their jobs. This obligation remains even after an employee's employment relationship with the District ends.

**3080.4** The security of District property is of vital importance to the District. Property includes not only tangible property, such as desks and computers, but also intangible property such as information. All employees share responsibility to ensure that proper security is maintained at all times.

**3080.5** Upon termination of employment, whether voluntary or involuntary, all District documents, computer records, keys, equipment and other tangible District property in the employee's possession or control must be returned to the District and allow the District to inspect Employee's desktop computer, laptop, thumb drive, and any other external hard drive in order to determine whether any of the District's proprietary and confidential information resides on that device and remove any proprietary and confidential information.

**3080.6** Employees are expected to keep proprietary and confidential information secure from outside visitors and all other persons who do not have a legitimate reason to see or use such information.

**3080.7** Confidentiality is a serious issue and should be treated accordingly. Any failure to comply with any parts of this policy is grounds for serious and immediate disciplinary action, up to and including termination. If an employee is approached for confidential information, the employee is to refer such requests to his or her Department Head, Human Resources, or the Chief Executive Officer.

**EXCEPTIONS:**

**3080.8** The Chief Executive Officer is the only person authorized to make exceptions to this policy.