



Employee Work Information Privacy
Policy Series: 5000 Personnel

Policy No. 5800

Purpose

The Board of Education recognizes the importance of protecting employee privacy while ensuring that District employees have the tools necessary to perform their assigned duties. This policy establishes standards governing the use, disclosure, and protection of employee work-related contact information and the use of personal electronic devices for required work-related technology in accordance with Utah law.

Definitions:

1. *Administrative personnel* means District personnel who have District-wide or school-wide functions and who perform management activities, including developing policies for the Board of Education and implementing those policies through the supervision and direction of personnel at any level within the District. Administrative personnel include the Superintendent, assistant or deputy superintendents, principals, assistant principals, directors, cabinet members, grant coordinators, educational specialists, technology administrators and technology personnel, and others who perform management duties.
2. *Employee* means administrative personnel or instructional personnel.
3. *Instructional personnel* means an individual who is employed by, contracts with, or is affiliated with the District or one of its schools.
4. *Required technology* means an application, software program, or other technology that is necessary for an employee to perform essential job duties or respond to emergency situations.
5. *Work-related contact information* includes:
 - a. private or District-provided telephone numbers used for work purposes;
 - b. email addresses provided by the District or used primarily for work-related functions;

- c. work mailing addresses, including physical addresses, post office boxes, and other mailing information used for work-related communications;
- d. logins, usernames, passwords, access codes, or other credentials used to access District accounts, systems, records, documents, or services; and
- e. messaging accounts, directory listings, committee memberships, distribution lists, forum memberships, or similar work-related communication groups.

Protection of Work-Related Contact Information

Except as otherwise required by law, the District shall protect employee work-related contact information from unauthorized disclosure.

The District may disclose employee work-related contact information only:

1. In response to a valid request under the Government Records Access and Management Act (GRAMA);
2. As required by Utah Code § 53G-7-224 for submission of work email addresses to the Utah State Board of Education; or
3. As otherwise authorized or required by law.

The District shall not sell or otherwise transfer an employee's work-related contact information if the transaction constitutes an isolated or standalone transfer.

To the extent permitted by law, the District shall publicly disclose requests for employee work-related contact information received under GRAMA.

Personal Electronic Devices

The District shall not require an employee to download, install, access, or otherwise use required technology on a personally owned electronic device when the required technology contains terms, conditions, or data-sharing provisions that permit access to information or data outside of the required technology.

If an employee reasonably determines that required technology contains objectionable terms or conditions, the District shall provide a reasonable accommodation that avoids mandatory use of the employee's personal device whenever practicable.

Reasonable accommodations may include:

1. Providing a District-owned computer, tablet, telephone, or other electronic device;

- 82 2. Providing access through a secure virtual or remote desktop environment that does not
83 require installation of the required technology or storage of District credentials on the
84 employee's personal device; or
85 3. Providing another reasonable alternative that allows the employee to perform assigned
86 job duties without mandatory use of a personal electronic device.
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89 **Protection Against Retaliation**

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91 The District shall not take adverse employment action against an employee for exercising rights
92 provided under this policy or applicable law relating to employee work information privacy or the
93 use of personal electronic devices.
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96 **Legal References:**

97 [Utah Code § 53G-10-207](#)
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100 **Board Approved:**
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