

Essex County College College Regulation

REG 4-18 RELEASE OF PERSONNEL DATA

Purpose:

To establish standards governing release of personnel data.

Application:**1. INFORMATION IN THE PUBLIC DOMAIN**

Any information which has been published by the College in any official, unrestricted, non-conditional format shall be considered in the Public Domain.

2. PERSONNEL DATA

All information on trustees, employees or students which may exist in College files for internal use shall not be released to outside parties except pursuant to a written request by, or with the prior written consent of, the individual to whom the information pertains, or unless otherwise authorized by statute.

3. VALID SUBPOENA

Upon receipt of a subpoena by the College on any student, employee, or officer thereof, the Office of the General Counsel shall make the determination whether the subpoena is valid and whether consultation with outside Counsel is needed. The Office of the General Counsel shall direct the appropriate Area and/or Department Head to respond to the subpoena.

Responsible Official(s):	Reference: <i>N.J.S.A.</i> 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 12/10, 3/17	Attachment(s):