

STAFF PERSONNEL

Code No. 402.1

Policy Title: **RELEASE OF CREDIT INFORMATION**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It shall be the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

Legal Reference: Iowa Code §§ 22.7; 279.8 (1995).

Cross Reference: 401.5 Employee Records

Approved: February 18, 1998

Reviewed: January 16, 2002

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