

Town of Milford, MA
CONFIDENTIALITY AGREEMENT

Issue Date: March 19, 2019

Effective Date: March 19, 2019

Policy Statement:

The Town of Milford's Confidentiality Agreement applies to all Article 2 employees, employees-at-will, contractual and non-contractual employees, and to employees in a collective bargaining unit so long as consistent with the collective bargaining agreement. Nothing contained in this written policy contradicts or supersedes any contradictory provision of any Milford Collective Bargaining Agreement or any Milford employment contract. To the extent any contradictory terms exist, the contract terms shall apply.

Policy Description:

This policy is intended to establish the importance of discretion and confidentiality for all Town of Milford employees. Records and information relating to the Town, its employees or its customers is confidential and must be treated accordingly. Employees must not disclose any confidential information, intentionally or inadvertently, to any unauthorized person inside or outside the Town, unless required for a specific and bona fide business purpose. Additionally, no Town information, including notes, documents, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the Town) may be removed from the Town's premises without permission from the Town Administrator or department head. Moreover, records released pursuant to a public records request must be done pursuant to an actual or legitimate request and through the supervision of the appropriate Records Access Officer.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) ensures the protection of individuals' protected health information (PHI) by covered organizations, without determining whether Milford is a covered organization. It is nonetheless the Town of Milford's policy to comply fully with HIPAA's requirements to the extent they may pertain to employees with job duties requiring access to PHI in the course of their jobs.

Nothing contained in this policy is designed to interfere with, restrain, or prevent employee communications regarding wages, hours or other terms and conditions of their employment. This policy is not intended to violate any applicable state or federal law (i.e.: MA Open Meeting Law, Public Records Law, Freedom of Information Act, etc.)

Any unauthorized disclosure of confidential information by employees may create unnecessary conflict and disputes in the Town. Unauthorized disclosure of the information could lead to disciplinary action up to and including termination of employment.