

Focus:	Division of Personnel DOP	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic:	Access to Confidential Records & Information 11010	Date: March 16, 2004
Resource:	None Selected	Page: 1

POLICY:

Division of Personnel employees may be assigned limited or global access to physical or electronic records of systems, files, or offices that contain confidential information. This access is to be used exclusively for official business purposes only. Access for personal reasons or benefit is prohibited. Confidential information is protected from public disclosure by Alaska statute. Systems and confidential information covered by this policy include, but are not limited to, the following:

1. Employee personnel, labor relations and medical records
2. WorkPlace Alaska (recruitment and hiring system)
3. Alaska State Payroll System (AKPAY)
4. WorkPAD web site (human resource reporting system)
5. Grievance Tracking System (labor relations system)
6. Alaska State Accounting System (AKSAS)
7. Combined Retirement System (CRS)

AUTHORITY:

AS 39.25.080
AS 11.46.740
AS 11.56.860
2 AAC 07.910

DEFINITION:

Limited Access: Partial specified access to defined segments of a secured system, set of records or office area holding confidential employee information which is made available to a Division of Personnel employee in order to accomplish assigned duties.

Global Access: Access to all segments of a secured system, set of records or office area holding confidential employee information which is made available to a Division of Personnel employee in order to accomplish assigned duties.

VIOLATIONS:

Violation of this policy will result in immediate discipline up to and including dismissal. Misuse of some systems is a violation of state law and may lead to prosecution.