

## **Code No. 402 EMPLOYEES AND OUTSIDE RELATIONS**

### **Code No. 402.1 RELEASE OF CREDIT INFORMATION**

The following information will be released to an entity with which 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 form the employee.

It is the responsibility of the board secretary or superintendent to respond to inquiries form creditors.

Legal Reference:

Iowa Code §§ 22.7; 279.8 (2003).

Cross Reference:

401.5 Employee Records

**First Reading: July 18, 2018**

**Second Reading: August 20, 2018**