



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7101

PAGE: 1 OF 5

CATEGORY: Personnel, Employee Records

EFFECTIVE: 8-07-85

SUBJECT: Centralized Automated Personnel Records

REVISED: 1-06-03

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing access to and confidentiality of centralized automated personnel data.
2. **Related Procedures:**

Employee personnel files .....	7100
Information Services Bureau security of information .....	5700
Inquiries about and access to records .....	9010

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-8000, I-1700; Education Code Sections 44031 *et seq.*; Government Code Sections 6250 *et seq.*
2. **Confidentiality.** All personnel information concerning district employees generally is considered confidential and may be reviewed only on a *need-to-know* basis under conditions specified in Procedure 7100. Personnel, payroll, medical, and similar records, disclosure of which would constitute unwarranted invasion of personal privacy, must be handled in a manner that will ensure such privacy. District employees who must have access to such information in the normal course of their duties are responsible for ensuring compliance with intent of the law and with district policy and procedures for safeguarding such information.

**Note:** Health information is *not* public information (Procedure 9010). All employee health records are confidential and available only to qualified medical personnel and certain management employees on a *need-to-know* basis.

3. Any person, office, or school site desiring access to the district personnel database shall obtain prior permission from the Human Resource Services Division. Initiator of a request for access must be a district employee of management or professional level in a position appropriate to assume control and/or authority over others who may interact with this data.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Human Resource Services Division, Office of the Superintendent.

## 2. **Definitions**

- a. **Automated personnel record:** Any item of information directly related to an identifiable employee that is maintained by the district on any employee and recorded on electronic media, accessible via computer or a related device.
- b. **Employee database:** A collection of personal data retained on a computer for the purpose of recording and/or reporting information about an identifiable employee or an aggregation of such employees.
- c. **District employee database:** A collection of personal data retained by district computers under the custody of the Information Technology Department, Business Operations Branch.
- d. **Computer:** Any electronic device, whether or not capable of independent computation, used in such a way that data can be transferred, manipulated, viewed, printed, or changed by this device.
- e. **Passwords:** Identification codes used in conjunction with computers to allow or to prevent access to data retained on electronic media.
- f. **Security of data:** Protection and use of confidential information in accordance with district policies. Security of data is the responsibility of all district employees allowed access to confidential information.

## 3. **Control of Data**

- a. Information retained as part of the district employee database is available via computers to district personnel in various departments and divisions. Due to the confidential nature of this information and the resource it represents, access to this data shall be carefully controlled and monitored. *Any person, office, or school site desiring access to the district employee database shall obtain prior authorization from the Human Resource Services Division.*
- b. The following components of the district employee database represent types of data that are part of the system owned by the Human Resource Services Division: assignments, benefits, credentials, deductions, payroll, and personal (demographic).

SUBJECT: **Centralized Automated Personnel Records** NO: **7101**  
PAGE: **3 OF 5**  
EFFECTIVE: **8-07-85**  
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4. **Access Documentation.** Information Technology Department shall maintain a record of all persons with authorized access to the district employee database, including data elements to which they have access.

#### **D. IMPLEMENTATION**

1. **Initiator of request for access (person, office, or school site)** contacts an administrative systems coordinator in the Information Technology Department to review various methods and processes available.

**Note:** Requester must be a district employee of management or professional level in a position appropriate to assume control and/or authority over others who may interact with the data or the computer terminal.

2. **Administrative systems coordinator (Information Technology Department)** assists requester in completing “Account Request” form located on the district’s web site at <http://www.sandi.net/reqform> for permission to access personnel data via computer. Request form must be filled out completely and include a statement providing the following information in the “Request Details” field:
  - a. Identification of data requested
  - b. How information is currently obtained and used
  - c. Why current method negatively impacts operation
  - d. How database access to this information would improve requester’s operation
  - e. How often data is needed
3. **Human Resource and Information Technology Manager**
  - a. **Receives e-mail** of electronic “Account Request” form from administrative systems coordinator, Information Technology Department.
  - b. **If access is approved**, retains electronic copy of the account request for files and replies to e-mail with approval to administrative systems coordinator in the Information Technology Department.
  - c. **If access is not approved**, notifies administrative systems coordinator and requester of the decision, outlining specific reason(s) for denial.

4. **Information Technology Department**

a. **Administrative systems coordinator**

- (1) Retains an electronic copy of authorization request as record of access granted.
- (2) Forwards completed and approved e-mail of the electronic “Account Request” form to Information Technology systems administrator as notification.

b. **Information Technology personnel** implement approved requests for access, including assignment of requested passwords, instruction in appropriate computer procedures, and instruction in use of various hardware and software capabilities appropriate for use with information on the district employee database.

c. **Information Technology security administrator**, on an “as required” basis, prepares a listing of all persons with current authorized access to the employee database and forwards to the Human Resource Services Division for review and reapproval.

5. **Department Requesting Access**

a. **Completes electronic “Account Request” form** and submits to administrative systems coordinator, Information Technology Department.

b. **If request is not approved**, receives notice of the decision, including specific reason(s) for denial.

c. **If request is approved:**

- (1) Provides timely notification to the Information Technology Department when there is a change in staff members’ access to data.
- (2) Notifies the Information Technology Department and the Human Resource Services Division when access is no longer needed to support the departmental operation and this was the basis for access request.

SUBJECT: **Centralized Automated Personnel Records**

NO: **7101**

PAGE: **5 OF 5**

EFFECTIVE: **8-07-85**

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**E. FORMS AND AUXILIARY REFERENCES**

1. Electronic "Account Request" form at <http://www.sandi.net/reqform>

**F. REPORTS AND RECORDS (Section D.)**

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education