

## EMPLOYEES

### Series 400

Title Release of Credit Information Code No. 402.01

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

**Legal Reference:**

Iowa Code §§ 22.7; 279.8 (2013).

**Cross Reference:**

401.05 Employee Records

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_