

General Personnel

5:130 Responsibilities Concerning Internal Information

P.A.E.C. employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: public records, student school records, personnel records, and the minutes of, and material disclosed in, a closed Board meeting. Internal information is any oral or recorded information, regardless of physical form or characteristics, maintained by the Cooperative, or used by the Cooperative or its officials, employees, or agents. The Executive Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational and Privacy Rights Act.

45 C.F.R. §164.502, Uses and Disclosures of Protected Health Information; General Rules.

5 ILCS 140/, Ill. Freedom of Information Act.

50 ILCS 205/, Local Records Act.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85, Student Online Personal Protection Act.

820 ILCS 40/, Personnel Record Review Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:250 (Access to Cooperative Public Records), 5:150 (Personnel Records), 7:340 (Student Records), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: August 21, 2024

Proviso Area for Exceptional Children (P.A.E.C.)
