

Guideline #	AD-108-G1	Revision #	01
Accessibility level	A	Effective date	April 27, 2015

### RELEASE OF STAFF INFORMATION GUIDELINE:

1. In accordance with record keeping and reporting requirements imposed by government agencies; FBSU may occasionally need to release information and data from its employee records and files to such agencies.
2. In instances where government agency requests information beyond what is normally expected, FBSU would normally notify the affected employees of the case.
3. If, however, information requested by an official agency occurs in the course of an investigation or if an agency asks FBSU to keep such a request confidential, FBSU, at its discretion, may comply with the agency's request.
4. FBSU ordinarily honors subpoenas demanding production of information with respect to any employee, but usually advises an employee of the subpoena and nature of the information requested, unless otherwise prohibited by law.
5. In response to request for information from an outside organization (like non-governmental entity), FBSU normally verifies only the employment status and dates of employment for former or present employees.
6. FBSU does not provide any other information unless and until it receives the written approval from the employee (or former employee) to disclose additional or specific information or unless the university is obliged to do so by legal processes.

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