

CONFIDENTIALITY OF MEDICAL INFORMATION

Personal medical information provided to the Baltimore County Public Schools' Equal Employment Opportunity Office (EEO) is treated as confidential. Information is kept in a medical file separate from the personnel file and is filed in a secured location accessible only to EEO staff. Medical information may be released as follows:

1. Supervisors and managers may be informed about necessary restrictions on work duties of an employee and necessary accommodations;
2. Emergency personnel may be informed if the employee's disability requires emergency treatment or specific procedures are needed in case of evacuations or emergencies;
3. Government officials investigating compliance with ADA and other federal or state laws will be provided with all records upon request or when investigating charges and complaints;
4. Relevant information may be provided to workers' compensation administrators in accordance with state laws and county guidelines;
5. To the best of the school system's ability, information will not be shared with persons or entities outside of the Baltimore County Public Schools other than those noted above and in the specified situations listed without the written permission of the employee, or a court order, or order from an agency with the authority to compel compliance.

These procedures are subject to alteration or amendment at any time and without notice.