

STAFF PERSONNEL

Series 400

POLICY TITLE RELEASE OF CREDIT INFORMATION

No. 402.1

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 Office of Human Resources to respond to inquiries from creditors.

Legal Reference: Iowa Code §§ 22.7; 279.8.

Cross Reference: 401.5 Employee Records

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