

9.000 CONFIDENTIAL INFORMATION

Policy

Much of the work performed by the Trial Court is of a confidential nature, and may not be divulged to those who have no legitimate use for it.

Procedure

- A. The release of confidential information is cause for disciplinary action that could result in termination of employment.
- B. Trial Court employees will not release any information prior to its official release.
- C. All requests for confidential information must be referred to the department head for a determination as to the release of the information.
- D. G.L. c.66, sec. 10 provides that the following information may not be disclosed:
 - 1. the home address and home telephone number of judicial and Trial Court personnel and the name, home address, and telephone number of a family member of such personnel.
 - 2. the home address and telephone number, or place of employment or education of victims of adjudicated crimes and of persons providing or training in family planning services and the name and home address and telephone number, or place of employment or education of a family member of any of the foregoing.

Any requests for such information shall be immediately referred to the Human Resources Department.