

**Policy Number:** 4.4.0

**Title:** Confidential Information

**Introduction:**

This policy has been developed to establish what information the District has or receives that is considered confidential in nature and how that information shall be handled by District staff.

**Ends:**

1. The Board of Directors has determined that the following information is confidential in nature based on California Government Code Sections 6254, 6254.16 and 6254.21 ("California Public Records Act"):
  - a. Preliminary drafts, notes or interagency or intra-agency memoranda that are not retained by the District in the ordinary course of business.
  - b. Records pertaining to pending litigation
  - c. Information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
  - d. Name, credit history, utility usage data, home address and telephone number of utility customers, except that name and utility usage data are not confidential in the case of elected or appointed members of the Board of Directors and home addresses of members of the Board of Directors are not confidential if the member(s) give their permission.
2. As such, this information shall not be discussed or disclosed to the public unless authorized by the Board of Directors.

**Responsibility:**

The General Manager shall be responsible for the protection of the confidentiality of the referenced information.