

Privacy Policy

Written by Administrator
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The Town of Marlborough respects the privacy of its job applicants, employees, citizens and vendors and protects the confidentiality of their Social Security numbers and other personal information. The Town prohibits unlawful disclosure of, and limits access to, Social Security numbers and other personal information such as driver's license numbers, state identification card numbers, account numbers, credit or debit card numbers, passport numbers, alien registration numbers, and health insurance identification numbers.

All personnel files and medical files of the Town's employees, and all Town files containing the personal information of the Town's citizens are kept in locked file cabinets and are accessible to a limited number of individuals. Social Security numbers and other personal information are not included on documents unless necessary. When documents containing Social Security numbers or other personal information are no longer needed, they are disposed of in a way that protects privacy, such as by shredding the documents.

Access to personal information, including Social Security numbers, maintained electronically by the Town is limited to those employees of the Town with a legitimate business need to access such information. Those Town employees with access to personal information have been advised of the Town's policy of prohibiting unlawful disclosure of such information.

Employees with access to Social Security numbers and other personal information have been trained on how to secure, handle, and destroy files (including computer files) containing this information.