



# Town of Chester Personnel Records Protection Policy

Last Updated: 12/22/2025

Approved: 3/2/2026

## **Personnel Records**

Personnel records are the property of The Town of Chester, and access to the information they contain is restricted and confidential. All employees will complete an appropriate application form and provide the Selectboard with the necessary employment information along with any other records required for purposes of hiring.

A personnel file shall be kept for each employee and should include the employee's job application, copy of the letter of employment, position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his/her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents and individuals to be contacted in the event of an emergency. Any misrepresentation or false statements made by an employee in connection with their employment may constitute a justifiable reason to terminate employment for cause.

Medical Records (including workers' compensation and FMLA documentation) will be kept in a separate file apart from the regular personnel files.

Information included in an individual's personnel file will be maintained subject to Massachusetts General Laws, Chapter 149, Section 52C.

## **Protection of Personal Information**

To combat the threat of identity theft and security breaches, we are required by law to ensure the security and integrity of the personal information of Massachusetts residents. "Personal information" means a Massachusetts resident's first name (or first initial) and last name, in combination with the resident's: (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number or credit/debit card number. If you direct deposit your paycheck, you should never leave your pay stub unprotected because it has your account number listed on it.

Associates with access to personal information must be careful to protect it and to report any breaches of the security of personal information. In addition, associates must return all records containing personal information (including all such information stored on

laptops or other portable devices or media, and in files, records, work papers, etc.) upon their termination from employment.

The Town will develop a comprehensive written information security program (“WISP”) to meet our legal obligations. If you access or handle personal information, a copy of the WISP will be distributed to you and you may be required to attend an annual education session on the WISP, the proper use of the computer security system, and the importance of personal information security.

We have also designated Treasurer and Town Administrator, as the Data Security Coordinators to implement, supervise, and maintain the WISP as well as the WISP education. Any questions or concerns regarding the WISP, security breaches, identity theft, or other issues regarding the protection of personal information should be directed to him.

Because it is so important that we safeguard the personal information in our possession, violations of the WISP policy or the rules relating to protecting personal information may result in disciplinary action, up to and including, termination.

### **Improper Deductions from Pay**

If an employee feels their pay has been improperly reduced, notification should be given to their supervisor or the Treasurer. The Town will investigate these concerns and adjust a paycheck if it is determined that an employee has not been paid in accordance with applicable law regarding wage and hourly work.

Print Name:

Signature:

Position:

Date: