

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.41

Title All Personnel

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title or 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 shall be the responsibility of the Chief Human Resources Officer to respond to inquiries from creditors.

Date of adoption 12/11/95

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

22.7; 260C; 279.8

Date of current revision 10/11/04

Related Administrative Procedures and Cross References _____

