

OMF POLICY: Working Environment

3.07 Confidentiality

As a result of employment with OMF, employees may work with confidential and/or sensitive information including, but not limited to, payroll records, employee records, medical information, benefits information, and workers' compensation records. Employees may also work with confidential and/or sensitive information including, but not limited to, account information, audit compliance records, tax information, and other account data for vendors and our customers.

All OMF employees will receive and sign a Records Security Form. A copy of this form will be placed on file in the appropriate bureau personnel file and in the City personnel file kept by the Bureau of Human Resources.

Some OMF bureaus and work units may require additional confidentiality forms.

Reference:

[OMF Records Security Form](#)

OMF Business Owner:
Last updated:

Business Operations
October 14, 2015