**CAUSE ADVISORY**

Information Request Submitted

CUSD Exposes Employees to Financial and Identity Theft;

Publishes Employee Names and Social Security Information

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Dear, Superintendent Diana Rigby:

In the Spring of 2019, the CUSD released a "CLASSIFIED Seniority List", populated with the names of well over 100 CUSD employees.  Once notified, the District continued this practice until just days ago when the onslaught of concern could no longer be ignored.   This "CLASSIFIED Seniority List" contained confidential & personal information associated with each employee listed.  Specifically, the District included not only the last four digits of each employees' Social Security number, but it also published this data directly adjacent each employees' name.

Needless to say, many of our unit-members (among others) have expressed great concern regarding the District's actions.   There is no doubt that the CUSD, as a result of this action, has exposed these employees to fiscal and personal vulnerabilities associated with both financial and identity theft.

Therefore, in an effort to represent District employees and minimize the harm resulting from the District's actions, the Union requests the following information:

1.) A list of any and all locations that the "Seniority List" was distributed, made available for review, and /or published.

2.) A list of any and all individuals who received the "Seniority List", be they District employees, administrators, Board Members, community members, contractors, etc.

3.) A list of whatever actions the CUSD is taking to ameliorate the concerns created by the District's actions.

4.) An itemization of those credentials, certifications, and/or permits (*provided by the state, Fed., County, or CUSD*) required of the following District Administrators and exempt-staff, which permit and / or provide the authority to manage and acquire access to confidential employment information:

    (A) Superintendent

    (B) Assistant Superintendent

    (C) Human Resource Director

    (D) Superintendent's Executive Secretary

    (E) CUSD's Payroll Technician

5. ) An itemization of those credentials, certifications, and/or permits (*provided by the state, Fed., County, or CUSD*) held by the following District Administrators and exempt-staff, which permit and / or provide the authority to manage and acquire access to confidential employment information.  [*To include both validation and expiration dates per said credential*.]

    (A) Superintendent

    (B) Assistant Superintendent

    (C) Human Resource Director

    (D) Superintendent's Executive Secretary

    (E) CUSD's Payroll Technician

6.) The names of any District personnel working with confidential information, who is required to be certified as a "Custodian of Records."

7.) The names and dates, both validation dates and expiration dates, of any District personnel in possession of a certification authorizing them to perform the duties of a "Custodian of Records."

The Union can only assume that the CUSD is equally concerned about this significant breach of confidentiality and the vulnerabilities our colleagues have been exposed to.  Therefore, we thank you, in advance of your prompt response.

~ j. Hotchner \* CAUSE President

**\* C.A.U.S.E. - Yes We Can !\***