

9.000 CONFIDENTIAL INFORMATION

Much of the work performed by the Trial Court is of a confidential nature, and may not be divulged to those who have no legitimate use for it.

- A. The release of confidential information is cause for disciplinary action that could result in termination of employment.
- B. Trial Court employees will not release any information prior to its official release.
- C. All requests for confidential information must be referred to the department head for a determination as to the release of the information.
- D. M.G.L. c.66, §10B provides that the following information may not be disclosed:
 - 1. the home address, personal email address, and home telephone number of judicial and Trial Court personnel and the name, home address, telephone number, and personal email address of a family member of such personnel.
 - 2. the home address, telephone number, personal email address, or place of employment or education of victims of adjudicated crimes or of victims of domestic violence and of persons providing or training in family planning services and the name and home address, telephone number, personal email address, or place of employment or education of a family member of any of the foregoing.

Any requests for such information shall be immediately referred to the department head consistent with C, above.

- E. The name, place of employment or education for state employees and family members also employed by the Commonwealth will be exempted from public records disclosure if the employee self identifies as a victim of an adjudicated crime or as a victim of

January 15, 2020

domestic violence, sexual assault or rape. To claim such an exemption, an employee must complete a “payroll public records exemption form,” attach supporting documentation or written statement of circumstances and submit the form to the Chief Human Resources Officer. Contact the Human Resources Department for a copy of the form or questions about the process.