

Confidential Information Categories

Summary of State and Federal Statutes specifying when information should be treated as Confidential or may require Encryption.

This summary has been prepared by the County Attorney's office in order to help County employees understand what information maintained by the County is considered Confidential and in addition, which categories of confidential information must be Encrypted, or "scrambled", when transmitted electronically. Confidential information must be handled properly and, as such, it cannot be released to the public at any time and it cannot be released to other employees that do not need this information in the performance of their duties.

Questions or changes should be directed to the Attorney's Office at (910)798-7153 or kburpeau@nhcgov.com

Information that is Confidential	Electronic Transmission
1. Patient records, medical care data, and medical billing.	Encrypted
2. Attorney-client consultations with County Attorneys or County outside Counsel. (Such communications become public three (3) years after received).	
3. Confidentialities or trade secrets of third parties (so designated at the time the information was initially disclosed to the County).	
4. Criminal Investigations. (Except the following non-confidential info: time of violation, identity of person arrested, circumstances of arrest, communication of law enforcement over public airways)	
5. Personnel Information. (Except for the following non-confidential info: Employer's name, dates of employment, position, salary, date and amount of last salary change, date and type of change in employment status, work location).	
6. Tax records relating to taxpayers income and business receipts.	
7. Social Services client specific information.	Encrypted
8. 911 callers, including names and addresses	
9. Information technology security, (such as passwords, codes, security procedures, confirmations, electronic payments).	Encrypted
10. Sensitive public security information relating to specific security and emergency arrangements, plans and designs where disclosure would jeopardize safety.	

11. Preliminary work product still in draft form not yet finalized.
12. Photos, videos and audio recordings made during an autopsy.
13. Trial preparation material.
14. Social security numbers and other personal identifying information such as financial accounts, passports, and drivers licenses.
15. Protected economic development incentives when disclosure would frustrate recruitment.
16. Identifying information of minors participating in park and recreation programs.
17. Non-public personal documents and correspondence.