

POLICY:

Principles of openness in government are found in the Constitution of Georgia, the common-law of the State of Georgia, and our state statutes. The two Acts that apply to most meetings and records are known as the "Sunshine Laws." These consist of the Open and Public Meetings Act (O.C.G.A. §§ 50-14-1 through 6) and the Open Records Act (O.C.G.A. §§ 50-18-70 through 76).

Chatham Area Transit Authority will comply with the Sunshine Laws' regulations, except as otherwise provided and excluded, related to information available for dissemination.

It is the responsibility of all Chatham Area Transit Authority employees to safeguard confidential information belonging to, or in the possession or control of, the Authority. The nature of our business and the economic well-being of the Authority are dependent upon protecting and maintaining Authority information. No information or records considered confidential shall be disclosed to external parties or to employees without a "need to know", except as required by the Sunshine Laws.

Each Authority supervisor/manager bears the responsibility for the orientation and training of his/her employees to ensure enforcement of Authority confidentiality. Confidential information is defined as information regarding customers, passengers, other employees, marketing data, accounting, pricing or salary information, business plans and strategies, negotiations and contracts, discoveries, or any other information the employee should reasonably know to be proprietary or confidential in nature. Any and all inquiries or requests by or from external parties seeking any such information or records shall be referred or forwarded to, or otherwise brought to the attention of, the Chief Development Officer immediately.

- This policy is intended to alert employees to the need for discretion at all times and is not
- intended to inhibit normal business communications nor violate any federal or state statute
- relative to the release of information. Failure to adhere to this policy may result in discipline up to and including termination.

APPLIES TO:

All employees of Chatham Area Transit Authority.