

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy Number 7 – Confidential Commonwealth and Local Tax Information

- I. **Purpose.** The purpose of this policy is to affirm the intent of the Northern Virginia Transportation Authority (NVTA) to adhere to the *Code of Virginia* §58.1-3 Secrecy of Information; penalties.

- II. **Policy.** The Authority will adhere to the *Code of Virginia* §58.1-3, Secrecy of Information; penalties in the conduct of meetings, publication of information, communication with outside parties, recording and retention of public records and responsiveness to requests for records.

- III. **Specific Provisions of Policy.**
 - A. Except in accordance with a proper judicial order or as otherwise provided by law, Authority employees shall not divulge any information acquired by them in the performance of duties with respect to the transactions, property, including personal property, income or business of any person, firm or corporation.

 - B. The publication of statistics so classified as to prevent the identification of particular reports or returns items identified to a single taxpayer is permitted.

 - C. Authority employees will ensure that all confidential information provided to them in the course of their work is physically secured and properly disposed of when no longer needed.

 - D. Any employee with any questions on the implementation of this policy should consult with the Chief Financial Officer before allowing any information to be used or released outside of the Authority.

Approved by the Finance Committee: December 5, 2014

Approved by Northern Virginia Transportation Authority: December 11, 2014