



CONFIDENTIALITY AGREEMENT

It is the policy of the Varnett Public School to maintain the confidentiality of all matters related to students, parents, and co-workers. Through the course of your employment with the Varnett Public School, you may have occasion to use, access or otherwise acquire confidential information. As a condition of continued employment, _____, hereinafter "Employee," agrees to protect any such confidential information as set forth below.

In the course of employment with the Varnett Public School, Employee may have authorized access to, or inadvertently encounter, "confidential information." As used in this Confidentiality Agreement, "Confidential information" includes, but is not limited to:

- Student records, including, but not limited to, education records and disciplinary records, and the information contained therein;
• All information contained in an individual employee's or applicant's personnel file;
• All compensation and benefits information;
• Any medical records or other medical information related to employees or students;
• Any information about a grievance or disciplinary action concerning an employee;
• Any information that the disclosure of which would cause an embarrassment to an employee or constitute a clearly unwarranted invasion of privacy.

Employee hereby agrees to hold the Varnett Public School's confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary for Employee to perform his or her customary and regular job duties. This means that:

- Employee will not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law;
• Employee will not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law;
• Employee will only access confidential information for which Employee has a legitimate business need to know;
• Employee will not in any way disclose, divulge, copy, release, review, alter, or destroy any of the Varnett Public School's confidential information except as properly authorized within the scope of Employee's employment with the Varnett Public School;
• Employee will not otherwise misuse or misappropriate the Varnett Public School's confidential information; and
• Employee will prevent unauthorized use of confidential information and immediately report the misuse or an accidental disclosure of confidential information to his or her immediate supervisor

Employee understands that if he or she has any doubts as to whether any information is confidential or whether any information should be disclosed, Employee shall request clarification from his or her immediate supervisor.

Employee understands that confidential information remains confidential both in and outside the workplace, and agrees not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information. Employee acknowledges that failure to comply with the obligations contained in this Confidentiality Agreement will result in disciplinary action up to and including possible termination of employment.

By signing and dating this Confidentiality Agreement in the space below, I certify that I have read and understood this Confidentiality Agreement in its entirety, and I agree to be bound by its terms during my employment and after I leave my position with the Varnett Public School.

Signature of Employee

Date

UPDATED: JULY 2018