

Nevada County Superintendent of Schools

CONFIDENTIALITY AGREEMENT

As an employee, contractor, or volunteer of the Nevada County Superintendent of Schools office, you may have access to confidential information. This information includes, but is not limited to, documents concerning employees, students or members of the public. The documents may include medical information; home address or telephone number; social security number; payroll deductions; salary documents, data, and reports; personnel files and any personally identifiable information regarding employees or applicants; and student files and data. This agreement also applies to E-mail and other electronically accessible information.

You are personally responsible for maintaining the confidential nature of these materials by carefully observing the security measures listed below:

1. Permit no other persons to have access to confidential information or materials and **do not** discuss any aspect of the data/information or other confidential personnel-related matters with any other persons unless they are:
 - a. members of the NCSOS staff who need the information to perform their work
 - b. authorized by your supervisor or another designated member of the NCSOS staff
2. Secure all confidential materials when you are not directly working with them.
3. Do not retain any copies or make personal file copies of confidential materials unless necessary and authorized to do so. Any extra copies of confidential materials should be destroyed by shredding when they are no longer necessary.
4. If you have any questions about the confidentiality of any of the information to which you have access, you should assume the information is confidential and handle it as such until you are informed otherwise by your supervisor.

These security standards apply to any and all confidential materials to which you have access. It is essential that these standards and any additional ones that are requested or may be necessary are maintained at every stage of a confidential process in which you assist, participate, or review.

Because of the importance of security, you should notify your supervisor or another designated staff member if any circumstances cause you to believe that confidential nature of any material or process has not been maintained.

A copy of this form will be maintained in your personnel file.

As an employee, contractor or volunteer of NCSOS, I agree to keep all information concerning NCSOS employees and/or students completely confidential, which means I will not discuss such information with anyone who does not have a business need for such information. I understand that this prohibition against discussing confidential information continues even after I leave NCSOS employment. I agree not to discuss confidential information with friends, family members, or anyone outside the Department.

I understand that a violation of this agreement may lead to my immediate termination.

I have read the above Confidentiality Agreement and understand the policy regarding security and misuse of confidential information. I accept the responsibility of maintaining the strict confidentiality of all materials and information to which I have access.

(Signature)

(Date)

(Print Name)

(Classification – if known)