

# CENTRAL COMMUNITY SCHOOL SYSTEM

Department of Personnel Services and Operations

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## CONFIDENTIALITY AGREEMENT ACKNOWLEDGMENT FORM

It is the policy of Central Community School System to provide our employees and students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work, you may have access to confidential information (oral, written, or computer generated not otherwise available to the public at large) about employees or students, their families, and/or personal business. School business information includes computer programs, software, and supporting documentation, technological improvement plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

***THEREFORE, I AGREE THAT:***

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not discuss any confidential information in any public areas, hallways, gathering spaces, etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in the performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Central Community School System. Further, this agreement mandates compliance, extending beyond employment, contract, or association with Central Community School System as required by law.

This form is to be submitted to the Department of Personnel Services and Operations no later than August 31, 2015.

*By typing your signature and selecting the "SUBMIT" button, you agree your electronic signature is the legal equivalent of your manual handwritten signature.*

Full Name:	
Signature:	
School/Location:	
Date (mm/dd/yyyy):	