

ALL PERSONNEL

AR 4264 – Employee Confidentiality Agreement

It is the policy of El Dorado County Superintendent of Schools (“Superintendent or “EDCOE”) to provide EDCOE employees and students with appropriate privacy and confidentiality protections regarding personal information.

In the course of their work, EDCOE employees may have access to personal information (oral, written or computer generated) about employees, students, or their families. It is in the best interests of EDCOE and its employees that all EDCOE employees acknowledge their duty and responsibility to honor and protect the organizational and individual privacy rights of EDCOE employees by signing the following confidentially pledge.

I understand and agree that as an EDCOE employee my right to access or make use of confidential information and/or data is restricted to my need to know the information or data in order to perform my job duties and responsibilities. I will maintain the privacy and confidentiality of the information and data that I obtain, including its storage and disposal. I will keep all computer access password(s) confidential. If a non-password method of computer access is used, I will take all reasonably feasible steps to restrict access by all unauthorized persons. Before sharing information or data in any form with others, I will make reasonable efforts to ensure that the recipient is authorized to receive that information or data. I will not discuss any confidential information in any inappropriate location including but not necessarily limited to public areas, hallways and gathering spaces.

I will hold all confidential information of which I have knowledge in 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 performance of my job responsibilities.

I understand that unauthorized disclosure, copying and/or intentional or negligent misuse of confidential information is a serious breach of duty and may result in disciplinary action up to and including termination of my employment or contract with EDCOE.

**I CERTIFY THAT I HAVE READ THIS CONFIDENTIALITY AGREEMENT,
I UNDERSTAND IT, AND I AGREE TO ITS TERMS.**

Employee Signature _____

Employee Name (print) _____

Date _____