

# TEHAMA COUNTY DEPARTMENT OF EDUCATION

## CONFIDENTIALITY AGREEMENT

This agreement covers all persons working, volunteering or doing business with Tehama County Department of Education (TCDE) both during and after employment, volunteering and/or when business with TCDE has been completed or terminated. This agreement prohibits confidential information as defined by Federal, State, and local policy from being accessed, disclosed or released in any format to or by any person/business that does not have a "need to know" without the proper consent of the individual/parent involved and/or a TCDE supervisor. In addition, certain information considered confidential may be able to be released to certain parties, but must not be released before obtaining specific authorizations.

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 any data/information or other confidential personnel-related matters with any other persons unless they are:
  - a) members of the TCDE staff who need the information to perform their work, or
  - b) authorized by the supervisor or another designated member of the TCDE 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. 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 may 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 the confidential nature of any material or process has not been maintained or has been compromised.

### **Conduct of Personnel**

All individuals are expected to be professional and maintain confidentiality at all times, whether dealing with actual records, projects, or conversations, and abide by the obligations of contractual confidentiality agreements. Situations in violation of this policy include, but are not limited to:

1. "Loose" talk among employees regarding information about any student or fellow employee.
2. Allowing unauthorized access to confidential student information, confidential data, or personal employee information.

3. Sharing of information acquired by persons in the course of their work to others who don't have the authority to access in the course of his work, or doesn't have a need to know to carry out his/her job duties.
4. Disclosure of any information regarding an employee, including a student's program, without authorization.
5. Sharing of information relative to confidential Human Resources matters.
6. Breach of confidentiality obligations regarding the disclosure of confidential information.
7. Discarding confidential documents in non-secured trash.

**Tehama County Department of Education Information**

TCDE information that must be protected includes but is not limited to:

1. Ongoing negotiations (labor contracts, leases, purchases)
2. Pending litigation and/or investigations
3. Information that is proprietary, e.g., information that allows TCDE to be more competitive in the marketplace. For example: an innovative approach that is described in a grant proposal.

**Individual Matters**

This includes personnel, student files, and other similar files where unauthorized access or release, falsification or destruction of confidential individual records is strictly prohibited.

**Disposal of Confidential Documents**

Confidential documents must be handled in a confidential manner prior to proper disposal.

**Reporting Breach of Confidentiality**

All employees, volunteers or people doing business with Tehama County Department of Education are required to report violations of this policy. Options include reporting to a supervisor or to TCDE Human Resources Services.

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

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

\_\_\_\_\_  
Employee's Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

These security standards were discussed with the above employee.

\_\_\_\_\_  
Human Resources Services or Department Designee

\_\_\_\_\_  
Date