

Haywood County Schools Confidentiality Agreement

In performing my assigned duties and responsibilities with the Haywood County Schools, I understand that maintaining confidentiality is critical to the mission of our school system and for the compliance with federal and state laws and for maintaining the public's trust. I further understand that my assigned duties and responsibilities may involve the use of state data, school district data, and/or other information that is confidential. Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies a particular employee or individual, particular student or professional educator, or any information that personally identifies individual account information with a financial institution with whom a professional educator, employee, or other individual may transact business. Such information is often referred to as Personally Identifiable Information.

Information that must remain confidential is to be protected in compliance with applicable federal and state law, including FERPA (Family Education Rights and Privacy Act of 1974), Chapter 75 of the N.C. General Statutes and any applicable amendments to such laws. By reading and signing this agreement, I understand that I am prohibited from including or disclosing Personally Identifiable Information in any form of communication with any unauthorized individual or entity, including any individual or entity not employed by the Haywood County Schools, except as required in the performance of my assigned position duties. Such communication includes, but is not limited to, e-mail, instant messaging, faxes, or other written correspondence, and any type of verbal communication.

I understand that violation of this agreement is employee misconduct and subjects me as a Haywood County Schools employee to disciplinary action, up to and including dismissal, without prior warning. Further, I understand that violation of this agreement could lead to additional legal liability to me.

Note: this agreement is to be read and signed. A copy is retained in the employee's Personnel file in the Human Resources Department.

Employee's Name (printed): _____ Date: _____

Employee's Signature: _____

c: Employee's Personnel File

♦Employee information that is open to the public is employee name, age, date of original employment, current position title, current salary (including pay, benefits, incentives, bonuses and deferred and any other form of compensation paid by the department), date and amount of most recent salary change, date of most recent promotion, demotion, transfer, suspension, separation or change in position reclassification, and location of the employee's duty station.