

CONFIDENTIALITY NOTICE

As an employee of the Shasta County Office of Education, you may have access to confidential, private 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 information, data, and reports; personnel files and any personally identifiable information regarding employees or applicants; and student files and data. Confidentiality also applies to electronically accessible information. Public information such as the Board of Education's agendas and supporting documents, salary schedules, and similar documents that do not identify private personal information are not considered confidential information.

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

1. Permit no other persons to have access to confidential private 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 SCOE staff who need the information to perform their work
 - b. authorized by your supervisor or another designated member of the SCOE 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 non-public 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.

PLEASE NOTE: As an employee of SCOE you are responsible to keep all information concerning SCOE employees and /or students completely confidential, which means you shall not discuss such information with anyone who does not have a business need for such information. This prohibition against discussing confidential information continues even after you leave SCOE employment. You are directed to not discuss confidential information with friends, family members, or anyone outside the Department.

All SCOE employees are responsible for maintaining the strict confidentiality of all private materials and information. If you have any questions or concerns regarding confidentiality, security and/or misuse of confidential information, please contact your supervisor IMMEDIATELY.

A violation of confidentiality rules and procedures may lead to immediate termination.

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. I understand that if I violate the confidentiality rules I may be subject to disciplinary action.