

# *Sonoma County Office of Education*

## **CONFIDENTIALITY AGREEMENT (Volunteer)**

As a volunteer of the Sonoma County Office of Education, you may have access to confidential 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 documents, data, and reports; personnel files, student files and any personally identifiable information regarding employees, applicants and students. Confidential information may be available in various formats such as hard copy and electronic. This agreement also applies to all formats of information including E-mail and other electronically accessible information.

You are personally responsible for maintaining the confidential nature of these materials, regardless of format 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 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 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 copies of confidential materials unless necessary within the scope of work. Any extra copies of confidential materials should be destroyed by shredding when they are no longer necessary.
4. If you are granted access to view SCOE activities online (remote instruction, therapy, etc.), do not let anyone else view students, do not take screenshots or record images in any other way.
5. Do not post any indication of your participation in SCOE student activities online through social media or any publicly viewed site.

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 may be implemented 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 a SCOE designated staff member if any circumstances cause you to believe that confidential nature of any material or process has not been maintained.

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

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As a volunteer of SCOE, I agree to keep all information concerning SCOE employees and /or students completely confidential, which means I will not discuss such information with anyone who does not have a business need for such information. **I understand that this prohibition against discussing confidential information continues even after I leave SCOE.** I agree not to discuss confidential information with friends, family members, or anyone outside the Department.

**I understand that a violation of this agreement may lead to my immediate termination.**

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Classification – Certificated or Classified)

**These security standards were reviewed with the above employee:**

\_\_\_\_\_  
(Department Staff Member Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Department Staff Member Name)