

Manchester City Schools
CONFIDENTIALITY AGREEMENT

It is the policy of Manchester City Schools to provide our employees and students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, student information and characteristics, and staff information.

THEREFORE, I AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will keep personal information confidential. I will not discuss any confidential information in any public areas, hallways, gathering spaces and etc.

I will hold all confidential information of which I have knowledge in the truest 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.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with Manchester City Schools. Further, this agreement mandates compliance extending beyond employment, contract, or association with Manchester City Schools, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee Signature: _____

Employee Name (print): _____

Date: _____