



## CONFIDENTIALITY AGREEMENT

### Statement of Confidentiality

The ability to maintain privacy and honor confidentiality builds trust; knowing that personal information is protected and secure. When board members use confidential or privileged information in an unauthorized manner, the resulting breach of confidentiality has many implications including causing unnecessary grief, gossip or conflict. In a school or center setting, dealing with confidential information is a part of daily, routine responsibility. Any confidential information received by a person in a position of responsibility during the course of discharging their appointed responsibilities, or in observing individuals at the school/center, is not to be shared with anyone unless authorized by the chairperson of the board.

### SU Education Codebook *Confidentiality*

**1135-B**

Board members must recognize their fiduciary duty of care to the school/center they serve. This includes a duty of confidentiality. Confidential or privileged information includes, but is not limited to:

1. Items specifically referred to in FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA") 20 U.S.C. § 1232G
2. Identifying information such as names, addresses, phone numbers, e-mails and other contact information
3. Student/child records and files (i.e. testing reports, report cards, medical conditions)
4. Staff records and files (i.e. contracts and personnel files)
5. Family finances and financial aid.
6. Conversations regarding students, staff, volunteers, and families

Neither the contents nor the existence of information or documentation is to be shared with anyone other than authorized agents of the school or Conference. It is required that school board members sign a statement of confidentiality for each school year that he/she serves on the board.

### Confidentiality Agreement:

I agree to respect the confidentiality of all personal information pertaining to the school/center and the individuals working in or served by the organization. I have read this Statement of Confidentiality and Southern Union Codebook Policy 1135-B. I recognize that a breach in confidentiality is grounds for termination of my trusted position. I therefore commit to discharge the business of the school/center with the utmost respect and discretion.

\_\_\_\_\_  
School/Center Name

\_\_\_\_\_  
Board Member Name (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member Signature