



# LEA Model: Employee Data Sharing and Confidentiality Agreement

## DaVinci Academy Employee Data Sharing and Confidentiality Agreement

To minimize the risk of human error and misuse of information, DaVinci Academy will provide a range of training opportunities for all DaVinci Academy staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records.

All DaVinci Academy employees and contracted partners must sign and obey the DaVinci Academy **Employee Acceptable Use Policy**, which describes the permissible uses of state technology and information. DaVinci Academy employees and contracted partners also must sign and obey the DaVinci Academy **Employee Data Sharing and Confidentiality Agreement**, which describes appropriate uses and the safeguarding of student and educator data. New DaVinci Academy employees must sign the aforementioned documents prior to being granted access to DaVinci Academy systems. As of the adoption of this policy, existing DaVinci Academy employees will be given 90 days complete the required training and sign the aforementioned documents. Thereafter, all employees will be required to participate in an annual **Data security and privacy fundamentals** training, which is mandatory for continued access to the DaVinci Academy network. These signed agreements will be maintained in the employee's file in DaVinci Academy human resources. Non-compliance with the agreements shall result in consequences up to and including removal of access to DaVinci Academy network; if this access is required for employment, employees and contractors may be subject to dismissal.

Additionally, DaVinci Academy requires targeted information security and privacy training for specific groups within the agency and provides updated guidance to local education agencies concerning compliance with state and federal privacy laws and best practices in this ever-changing environment.