



COMMUNICATION • COLLABORATION • CITIZENSHIP • CONTEMPLATION • CREATIVITY • COMPETITION • CURIOSITY • COMPASSION • CONSERVATION

## **CONFIDENTIALITY AGREEMENT**

As an employee of DaVinci Academy of Science and the Arts (DASA), I, the undersigned, understand that I will routinely be handling documents that contain sensitive and confidential information. I understand that the student, staff, and faculty records of this school are kept to enhance student care and that the trust of all DASA's students, parents, staff and faculty is vested in me to hold this information in confidence and not to disclose any information from these records.

By signing this statement, I hereby agree to conform to these policies and procedures. I understand that both Federal and State laws apply to some incidences of release of information and that violation of DASA's policies and departmental procedures may also be a violation of these laws. I accept complete responsibility for my own actions and I understand that if at any time I violate these guidelines, I am liable to immediate termination as an employee of DASA. I further understand that I am liable for any claim or legal action brought as a result of a breach of this agreement.

I, the undersigned, and DASA enter into an agreement prohibiting the disclosure of all information of student data and/or student educational records, unless requested by said entity and following the proper procedure as outlined in the Board of Education Policy 103 and 401.

I, fully understand and agree to be bound by these regulations in perpetuity (as long as I live), and recognize that any unauthorized disclosure of this information is a federal criminal offense.

I, fully understand and agree that this agreement does not supersede or amend other agreements between the undersigned and DASA, but constitutes a complementary agreement to show emphasis and importance of these policies and guidelines between the undersigned and to clients of DASA.

Executed this \_\_\_ day of \_\_\_\_\_ 2018.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_