

CONFIDENTIALITY AGREEMENT

King William County Public Schools is committed to maintaining the highest standard of confidentiality for all student and employee information. King William County Public Schools has a responsibility to ensure that all employees understand the legal requirements of confidentiality and privacy under Virginia and Federal law.

The responsibility to preserve confidential and privileged information rests with each employee of King William County Public Schools. Employees of King William County Public Schools may, in the course of their employment, come to know and/or possess information regarding other employees or students in King William County Public Schools, and any such information is considered confidential. Within the scope and practice of employment responsibilities, an employee may have a legitimate reason to discuss student information and/or another employee's medical information. When a student's or employee's information must be discussed with others in the course of work responsibilities, the employee shall use discretion to ensure that such conversations cannot be overheard by others not involved in the discussion.

By signing this CONFIDENTIALITY AGREEMENT, the employee is acknowledging that he/she understands the expectation and requirement that any such privileged and confidential information be safeguarded, and held in the strictest confidence. As a condition of employment with King William County Public Schools, the employee, by his/her signature below, agrees that he/she will not divulge any student or employee information during or after his/her employment with King William County Public Schools without (1) a written release of such specific information from the parent/guardian of student, or from the employee; (2) unless directed to do so by the Superintendent or designee, or immediate supervisor; or (3) unless required by court order or subpoena. This agreement, in addition to covering the confidentiality of protected student and employee information while employed with King William County Public Schools, continues, in perpetuity, following termination of such employment relationship.

This CONFIDENTIALITY AGREEMENT to ensure the protection of student and employee information extends to verbal and written release of such protected student or employee information, as well as any and all electronic transmission, communication, access or release of such information.

I received training on confidentiality in the workplace and I understand and agree to be bound by the terms of this Agreement and covenant not to release, without authorization, student or employee information stipulated by the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). I understand that violation of this CONFIDENTIALITY AGREEMENT may result in corrective action, up to and including termination of employment with King William County Public Schools or legal action against me.

Signature of Employee

Date

Employee Name (Print)