



CONFIDENTIALITY AGREEMENT

Thank you for reading our confidentiality agreement. The privacy of our students, employees, administrators, volunteers and board of directors are of the utmost importance.

I _____ the undersigned am aware that my role as an
(Block Letters)
employee/volunteer gives me access to personal or privileged information that must remain confidential.

I will:

- Access only the information needed to accomplish my tasks;
- Only use the information in the course of my duties;
- Not reveal any personal or confidential information that I might be made aware of during the course of my duties, unless otherwise authorized;
- Submit to the Administrator, any documents containing personal information and destroy any electronic files after the course of my duties;
- Not conserve files or reveal personal and or confidential information that was received or transmitted while assuming my duties;
- Respect and apply the different restrictions of the school and the school board, notably the judicial background verification and anti-drug, anti-alcohol and anti-violence policies.

I understand that these rules apply not only during, but also after my employment with Eastern Shores School Board and that any violation of these rules on my part will be grounds for dismissal from my employer and/or legal action and/or a fine.

I acknowledge that I have read the present document, understand the scope of this agreement and will respect it.

Signature: _____ School/Center:

Date: _____

