

COLCHESTER PUBLIC SCHOOLS

Non-Disclosure Agreement

2022-2023

I _____, understand that in performing my assigned duties and responsibilities as a _____ with the Colchester Public Schools, that maintaining confidentiality is critical to the mission of our school system and for the compliance with federal and state laws and for maintaining the public's trust.

I further understand that my assigned duties and responsibilities may involve the use of state data, school district data, and/or other information that is confidential. Access to and knowledge of information that is deemed confidential includes, but is not limited to, any information that personally identifies an employee, student or professional educator, or any information that personally identifies individual account information. All student information must remain confidential and is to be protected in compliance with applicable federal and state law, including FERPA (Family Education Rights and Privacy Act of 1974) and Connecticut Public Act 16-189.

By reading and signing this agreement, I understand that I am prohibited from including or disclosing Personally Identifiable Information in any form of communication with any unauthorized individual or entity, including any individual or entity not employed by the Colchester Public Schools, except as required in the performance of my assigned duties. Such communication includes, but is not limited to, e-mail, instant messaging, faxes, or other written correspondence, and any type of verbal communication. I understand that violation of this agreement is employee misconduct and subjects me as a Colchester Public School employee to disciplinary action, up to and including dismissal, without prior warning. Further, I understand that violation of this agreement could lead to additional legal liability to me.

Note: this agreement is to be read and signed. A copy is retained in the employee's Personnel file in the Human Resources Department.

Employee's Name (printed): _____ Date: _____

Employee Position: _____

Employee's Signature: _____

c: Employee's Personnel File