



Sequim School District No. 323

“All Students Will Experience Success”

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www.sequim.k12.wa.us

Confidentiality Agreement **Employee/Substitute/Volunteer**

As an employee/substitute/volunteer, I understand that in the course of my work for Sequim School District ("District"), I may have access to confidential, proprietary or personal information regarding, staff, students, parents, alumni, vendors and the District. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, medical/health, financial, employment, contractual, or institutional data.

I hereby affirm that I will not in any way access, use, remove, disclose, copy, release, sell, loan, alter or destroy any confidential information except as authorized within the scope of my duties with Sequim School District. As an employee/substitute/volunteer, I must comply with applicable local, state and federal laws and District policies. I have a duty to safeguard and retain the confidentiality of all confidential information. Upon termination of my affiliation with Sequim School District, or earlier as instructed by the District, I will return to the District all copies of all materials containing confidential information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of confidential information, including the failure to safeguard my information access codes or devices. My obligations under this Agreement are effective as of this day and will continue after my affiliation with Sequim School District concludes. Violation of these rules will result in discipline, which may include, but is not limited to, discharge from employment, expulsion from the District and or criminal prosecution under appropriate state and federal laws.

Signature

Printed Name

Date