



## Confidentiality and Access Agreement to Private Information Agreement

It is the policy of Montrose County School District (MCSD) to protect confidentiality of sensitive information related to students, faculty, and staff. Through the course of your association or work with MCSD, you may have occasion to use, access, or otherwise acquire confidential information either intentionally or unintentionally.

As a condition of continued association with MCSD, I agree to protect any such confidential information as set forth below.

During my association with MCSD, I may have authorized access to or inadvertently encounter confidential information pertaining to MCSD students or MCSD staff members including but not limited to:

- Education records, or information within education records which is confidential under federal and/or state law.
- Disciplinary records, or information contained therein.
- Any information pertaining to a grievance or disciplinary action.
- Personnel, compensation, or benefit information.
- Any medical records or other medical information.
- Any information the disclosure of which would cause an embarrassment.
- Any information that would constitute an unwarranted invasion of privacy.

I agree to hold MCSD confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary to perform my customary, regular, assigned job duties. This means that:

- I will only access confidential information for which I have a legitimate MCSD job-related need to know.
- I will not in any way disclose, divulge, copy, release, review, alter or destroy any of MCSD 's confidential information except as properly authorized within the scope of my association with MCSD.
- I will not otherwise misuse or misappropriate MCSD 's confidential information.
- I will prevent unauthorized use of confidential information and immediately report the misuse or any accidental disclosure of confidential information to my immediate supervisor.
- I understand that if I have any doubt as to whether any information is confidential or whether any information should be disclosed, I will request clarification from my MCSD supervisor.
- I understand that confidential information remains confidential both in and outside the workplace and agree not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information.
- I acknowledge that failure to comply with the obligations contained in this Confidentiality Agreement will result in disciplinary action, up to and including possible termination of association with MCSD.

Additionally, I agree to abide by the following as it relates to my access in MCSD systems:

- I will not share my Infinite Campus or Single Sign On account credentials with anyone for any reason.
- I will immediately alert the MCSD Information Technology department if my account credentials become compromised.
- I will only access confidential records as they relate to the tasks as they relate to the tasks I am performing for my job.

I have read the information above and agree to the confidentiality requirements specified in this document.

Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_