



## Southern Lehigh School District Confidentiality of District Entrusted Information

### Information Entrusted to or Maintained by Southern Lehigh School District Employees:

**Applicable to:** Southern Lehigh School District employees and others who have access to information entrusted to or maintained by the District.

**Definitions:** Information entrusted to or maintained by Southern Lehigh School District: Any piece of information provided to or created by the District regarding any employee, student, or staff member, or information regarding confidential district practices or policies, regardless of the form of the data whether digital or hard copy.

The District is entrusted with and/or maintains information about its current, former and prospective students, faculty, staff, contractors, affiliates and business partners, as well as information concerning District operations. A subset of that information is considered confidential or sensitive. It may be protected by law, contract and/or non-disclosure agreements such as this document, where its exposure could result in the District incurring financial or reputational loss, or personal information released might endanger the health or safety of a student or staff member.

To properly safeguard such information, District policy and practice restricts information access to those having a legitimate business need, and requires all who have access to such information acknowledge that:

- Information entrusted to or maintained by Southern Lehigh School District will be accessed for legitimate educational or business reasons only and on an as-needed basis.
- Information entrusted to or maintained by Southern Lehigh School District will not be disclosed to any individual, group, organization, and/or office beyond the boundaries of the “need to know” in order to accomplish legitimate District business.
- A deliberate breach of the above-stated confidentiality requirements would be considered an extremely serious infraction of District rules if not Commonwealth law, the violation of either of which could result in disciplinary action up to, and including, immediate and permanent termination of employment.

Therefore, having been given access to such Southern Lehigh School District information, **each individual must sign and date** the following confidentiality statement:

- *I understand that my access to confidential or sensitive information entrusted to or maintained by*
- *Southern Lehigh School District is approved solely in connection with my assigned duties as an employee and/or consultant of the District and not for any other reason, particularly not for my personal benefit or for the benefit of others.*
- *I agree that I will take appropriate measures to preserve the confidentiality of this information and not divulge the contents of this information (including any record or report) to any person except in the performance of my work assignment and in accordance with District and departmental policies and procedures.*
- *I agree not to share my password(s) with any other person and understand that I am responsible for any activity carried out under my name.*
- *I understand that if I do not comply, I will be subject to disciplinary action up to and including termination of my employment.*

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Signature

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Printed Name

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Date