

**ENVIRONMENTAL CHARTER SCHOOLS
CONFIDENTIALITY AGREEMENT**

It is the policy of Environmental Charter Schools (ECS) to provide our employees or students with a level of privacy and confidentiality with any information concerning any of our employees or students.

In the course of your work, you may have access to confidential information (oral, written or computer generated not otherwise available to the public at large) about employees or students, their families and/or personal business. School business information includes computer programs, software and supporting documentation, technological improvements plans, strategic plans, financial information and employee information (including but not limited to co-worker and their families).

THEREFORE, I AGREE that:

My right to enter or make sure of confidential information is restricted to my need to know the data or information to perform responsibilities. I will keep my computer access password(s) confidential. If another method of accessing a computer system is used, I will restrict its use to myself. I will not disclose any confidential information in any public areas, hallways, gathering spaces etc.

I will hold all confidential information of which I have knowledge in the truest confidence, as required by law. I agree to utilize confidential information obtained by me only for the benefit of the employee or student or in performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty and will result in disciplinary action up to and including termination of employment or contract with ECS. Further, this agreement mandates compliance extending beyond employment, contract, or association with ECS, as required by law.

I HAVE READ THIS CONFIDENTIALITY AGREEMENT AND AGREE TO ITS TERMS.

Employee Signature _____

Employee Name (print) _____

Date _____