

Confidentiality Statement

Solvay Union Free School District

103 Third Street
Solvay, NY 13209

In my role to support the educational mission of the Solvay Union Free School District, I understand that I may have access to School District, BOCES, or other Districts' data (such as student grades, health or family information, district emergency plans, financial documents, security procedures, ... etc.).

I understand that I will only access data or information for which I have a legitimate business purpose and in conjunction with my job responsibilities.

I am not to share (electronically or otherwise), reproduce, distribute, or discuss any accessible data with any person or entity not directly involved with the job responsibilities of my position.

I am not to share my access codes or passwords (network, building, phone... etc.) unless directed by my administrative supervisor. Additionally, I will not provide information to any staff members, students or the public unless directed to by my administrative supervisor on how the district security systems are monitored, protected, or vulnerable.

If there are any doubts in this regard, I will obtain clarification and permission from my administrative supervisor.

I also understand that violation of this Confidentiality Statement may result in disciplinary actions, which could include the initiation of dismissal proceedings.

My signature confirms that I understand and agree to the above Confidentiality Statement.

Job Title: _____

Print Name: _____

Signature: _____

Date: _____