

Confidentiality Agreement

Home and School Association

Purpose: This agreement is intended to protect the privacy and confidentiality of student information, including but not limited to grades, homeroom assignments, and names.

Agreement:

1. **Confidential Information:** Volunteers may have access to confidential information about students, including but not limited to their grades, homeroom assignments, and names. This information is sensitive and must be protected.
2. **Non-Disclosure:** Volunteers agree not to disclose any confidential information to anyone outside the Home and School Association. This includes sharing information with other parents, students, or any third parties.
3. **Use of Information:** Volunteers agree to use confidential information solely for the purpose of fulfilling their volunteer duties within the Home and School Association. Any other use is strictly prohibited.
4. **Security Measures:** Volunteers agree to take all necessary measures to protect the confidentiality of student information. This includes not leaving documents or electronic devices containing confidential information unattended and ensuring that any discussions about confidential information are conducted in private.
5. **Data Security:** Volunteers must adhere to the following data security practices:
 - **Electronic Data:** Ensure that any electronic devices used to store or access confidential information are password-protected and have up-to-date security software.
 - **Physical Data:** Store any physical documents containing confidential information in a secure location, such as a locked drawer or cabinet.
 - **Data Transmission:** Use secure methods to transmit confidential information, such as encrypted emails or secure file-sharing services.
 - **Data Disposal:** Properly dispose of any physical or electronic data that is no longer needed by shredding documents or securely deleting electronic files.
6. **Reporting Breaches:** Volunteers must immediately report any suspected or actual breaches of confidentiality to the Home and School Association. This includes:
 - **Incident Details:** Providing a detailed account of the breach, including what information was compromised and how the breach occurred.
 - **Immediate Actions:** Taking immediate steps to mitigate the breach, such as securing affected data and notifying relevant parties.
 - **Follow-Up:** Cooperating with any investigations and implementing recommended measures to prevent future breaches.
7. **Duration:** This confidentiality agreement remains in effect for the duration of the volunteer's involvement with the Home and School Association and continues indefinitely after the volunteer's departure.
8. **Consequences of Breach:** Volunteers understand that any breach of this confidentiality agreement may result in disciplinary action, including termination of volunteer duties and potential legal action.

Acknowledgment:

I, _____, have read and understand the terms of this confidentiality agreement. I agree to abide by these terms and protect the confidentiality of student information.