



Valparaiso Community Schools Confidentiality Agreement

This agreement applies to all volunteers and visitors wishing to volunteer in any capacity with the Valparaiso Community Schools. The privacy of our children and families is not only important to us but mandated by federal and state law. It is an expectation that confidentiality and privacy be respected by you when you volunteer or work with Valparaiso Community Schools.

_____(Initial) Any data, materials, and information gained through, originating from, or having to do with Valparaiso Community Schools, children, families, operations, activities, or staff is to be considered privileged and confidential and is not to be disclosed to any third party.

_____(Initial) Any pages, forms, information, documents, printed matter, conversations, messages (received or transmitted), resources, contacts, email lists, email messages, student, staff, or family information is to be kept confidential and considered to be the property of Valparaiso Community Schools.

_____(Initial) Any student, staff, or family information is not to be disclosed to a third party without the consent of the employee that is supervising you.

_____(Initial) Any disclosure or misuse of any observed information, whether intentional or unintentional is subject to immediate termination, and denial of future opportunities with Valparaiso Community Schools.

_____(Initial) I agree to indemnify Valparaiso Community Schools and to hold it harmless from any claim against it arising out of any unauthorized access to or improper disclosure of information by me or my agents or assigns.

I _____(print name), understand and agree that any and all information gained during an observation, volunteer opportunity, or work with Valparaiso Community Schools must be held in confidence as specified above. I agree to abide by all rules, policies, and procedures of Valparaiso Community Schools.

Signature

Date