



# *Emery School District* Employee Data Privacy Non- Disclosure Agreement

**As an employee of the *Emery School District*, I hereby affirm that:** (Initial)

\_\_\_\_\_ I have read the Employee Data Privacy Non-Disclosure Assurances attached to this agreement form and read and reviewed Data Governance Plan *Emery School District* policies. These assurances address general procedures, data use/sharing, and data security.

\_\_\_\_\_ I will abide by the terms of the *Emery School District's* policies and its subordinate process and procedures;

\_\_\_\_\_ I grant permission for the manual and electronic collection and retention of security related information, including but not limited to photographic or video images, of your attempts to access the facility and/or workstations.

\_\_\_\_\_ I have read the Emery School District Use of technology in instruction Policy (IJNDB)

\_\_\_\_\_ I have read the Emery School District Internet Safety Policy (IJNDCD)

\_\_\_\_\_ I have read the Emery School District Employee use of Webpages & Social Networking Policy (IJNDCC)

\_\_\_\_\_ I have read the Emery School District Password Policy (EHA)

\_\_\_\_\_ I have read the Emery School District Electronic Communication Policy (JICJ)

\_\_\_\_\_ I have read the Emery School District Bring your own Technology Policy (IJNDBA)

\_\_\_\_\_ I will continue to adhere to Emery School District's Network Employee Acceptable Use policy (IJNDCA)

## **Trainings**

\_\_\_\_\_ I have completed *Emery School District's* Data Security and Privacy Fundamentals Training.

## **Using *Emery School District* Data and Reporting Systems**

\_\_\_\_\_ I will use a password-protected computer when accessing data and reporting systems, viewing child/staff records, and downloading reports.

\_\_\_\_\_ I will not share or exchange individual passwords, for either personal computer(s) or *Emery School District* system user accounts, with *Emery School District* staff or participating program staff.

\_\_\_\_\_ I will log out of and close the browser after each use of *Emery School District* data and reporting systems.

\_\_\_\_\_ I will only access data in which I have received explicit written permissions from the data owner.

\_\_\_\_\_ I will not attempt to identify individuals, except as is required to fulfill job or volunteer duties, or to publicly release confidential data;

## **Handling Sensitive Data**

\_\_\_\_\_ I will keep sensitive data on password-protected state-authorized computers.

\_\_\_\_\_ I will keep any printed files containing personally identifiable information in a locked location while unattended.

\_\_\_\_\_ I will not share child/staff-identifying data during public presentations, webinars, etc. I understand that dummy records should be used for such presentations.

\_\_\_\_\_ I will delete files containing sensitive data after working with them from my desktop, or move them to a secured *Emery School District* server.

## Reporting & Data Sharing

\_\_\_\_\_ I will not redisclose or share any confidential data analysis except to other authorized personnel without *Emery School District's* expressed written consent.

\_\_\_\_\_ I will not publicly publish any data without the approval of my District Administrator.

\_\_\_\_\_ I will take steps to avoid disclosure of personally identifiable information in state-level reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.

\_\_\_\_\_ I will not use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If I receive an email containing such information, I will delete the screenshots/text when forwarding or replying to these messages.

\_\_\_\_\_ I will not transmit child/staff-level data externally unless explicitly authorized in writing.

\_\_\_\_\_ I understand that when sharing child/staff-identifying data with authorized individuals, the only approved methods are phone calls or within secured server folders is appropriate for *Emery School District* internal file transfer.

\_\_\_\_\_ I will immediately report any data breaches, suspected data breaches, or any other suspicious activity related to data access to my supervisor and the *Emery School District* Information Security Officer. Moreover, I acknowledge my role as a public servant and steward of child/staff information, and affirm that I will handle personal information with care to prevent disclosure.

## Consequences for Non-Compliance

\_\_\_\_\_ I understand that access to the *Emery School District* network and systems can be suspended based on any violation of this contract or risk of unauthorized disclosure of confidential information;

\_\_\_\_\_ I understand that failure to report a violation of confidentiality by others is just as serious as my own violation and may subject me to personnel action, including termination.

## Termination of Employment

\_\_\_\_\_ I agree that upon the cessation of my employment from *Emery School District*, I will not disclose or otherwise disseminate any confidential or personally identifiable information to anyone outside of *Emery School District* without the prior written permission of the Student Data Manager of *Emery School District*.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_