

Amelia County Public Schools

8701 Otterburn Road, Suite 101
Amelia Court House, Virginia 23002

Lori Harper, Ed.D
Division Superintendent

Phone: 804/561-2621
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AMELIA COUNTY PUBLIC SCHOOLS Confidentiality and Access Agreement

Name (print): _____

It is the policy of Amelia County Public Schools to protect confidentiality of sensitive information related to students, faculty, and staff. Through the course of your volunteer services to Amelia County Public Schools, you may have occasion to use, access, or otherwise acquire confidential information. As a condition of your volunteer services, I

_____, hereinafter "Volunteer" agree to protect any such confidential information as set forth below.

In the course of my volunteer services with Amelia County Public Schools, Volunteer may have authorized access to or inadvertently encounter "confidential information." As used in this Confidentiality Agreement, "confidential information" includes but is not limited to:

- *Education records, or information in education records, pertaining to students which is confidential under federal and/or state law;*
- *Disciplinary records, or information contained therein, pertaining to students;*
- *Any medical records or other medical information related to employees or students;*
- *Any information the disclosure of which would cause an embarrassment to an employee or student or constitute a clearly unwarranted invasion of privacy.*

Volunteer hereby agrees to hold Amelia County Public Schools confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary for Volunteer to perform his or her customary and regular volunteer duties. This means that:

- *Volunteer will only access confidential information for which Volunteer has a legitimate business need to know;*
- *Volunteer will not in any way disclose, divulge, copy, release, review, alter or destroy any of ACPS's confidential information*
- *Volunteer will not otherwise misuse or misappropriate ACPS's confidential information.*
- *Volunteer will prevent unauthorized use of confidential information and immediately report the misuse or any accidental disclosure of confidential information to the principal or assistant principal.*

Volunteer understands that if he or she has any doubt as to whether any information is confidential or whether any information should be disclosed, Volunteer shall request clarification from the principal or assistant principal. Volunteer understands that confidential information remains confidential both in and outside the school, and agrees not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information. Volunteer acknowledges that failure to comply with the obligations contained in

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this Confidentiality Agreement will constitute a breach of confidentiality and there may be disciplinary actions as well as a suspension of volunteer privileges.

I have read the information above and agree to the confidentiality requirements specified in this document.

Signature: _____ Date: _____