

**Tulare County Office of Education
CONFIDENTIALITY NOTICE**

The Tulare County Superintendent of Schools and Tulare County Office of Education (TCOE) are responsible for maintaining the confidentiality of student and employee records, and other privileged information as required by state and federal laws and regulations. As an employee of the Tulare County Office of Education (TCOE), you may have access to confidential, private information. This information includes, but is not limited to, documents concerning employees, students or members of the public or other privileged information. The documents may include medical information, home address or telephone number, social security number, payroll deductions, salary information, data and reports, personnel files and any personally identifiable information regarding employees or applicants; and student files and data. Confidential information can also include email and other electronically accessible information.

You are personally responsible for maintaining the confidential nature of these materials by carefully observing the security measures listed below:

1. Permit no other persons to have access to any confidential information or materials and **do not** discuss any aspect of the confidential data/information or other confidential personnel-related or student matters with any other persons unless they are:
 - a. members of the TCOE staff who need the information to perform their work;
 - b. authorized by your supervisor or another designated member of the TCOE staff to have access to the confidential information.
2. Secure all email and/or electronic passwords. Do not retain any copies or make personal file copies of confidential materials unless necessary and required by your job. Any extra copies of confidential materials should be destroyed by shredding when they are no longer necessary.
3. If you have any questions about the confidentiality of any of the information to which you have access, you should assume the information is confidential and handle it, as such, until you are informed otherwise by your supervisor. Immediately notify your supervisor or other designated staff member if you believe that confidentiality has not been maintained and required as part of your job.

These security standards apply to any and all confidential materials to which you have access. It is essential that these standards and any additional ones that are requested or may be necessary are maintained at every stage of a confidential process in which you assist, participate, or review.

I agree to keep all information concerning TCOE employees and/or students and other privileged information confidential. I will not discuss such information with anyone, including other TCOE employees, who do not have a legitimate business need for the information. I understand that this requirement to maintain confidentiality continues even after I leave TCOE employment. I agree not to discuss confidential information with friends, family members, or anyone outside TCOE.

I understand that a violation of this agreement may lead to immediate disciplinary action up to and including termination.

I have read the above Confidentiality Agreement and understand the policy and procedures regarding security and misuse or release of confidential information.

Signature

Date