

## Confidentiality Rights and Responsibilities

As an employee of the **West Branch Community School District**, I understand that it is my responsibility to hold confidential information about students, staff and other situations of a professional nature. This includes:

- Assessment data, attendance and discipline records or any other information found in the students' files.
- Personal health information as defined by the HIPAA Act. This includes information about a student or staff member's health care history, genetic information, illness or treatment of illnesses, provision of health care to co-workers, families, students, or payment of health care information.
- Personal Information such as discipline records, attendance records, reference information, or other confidential matters found in an employee's personnel file.

I understand that the use of the district technology services such as the Internet and e-mail is not confidential, private, nor secure. Further, I understand that it is my responsibility to adhere to Board Policy 603-16: Internet Appropriate Use and Procedure 603.16a/b.

I understand that the transmission of confidential information should be avoided unless it is done as part of my specific job responsibilities.

I understand that any violation of confidentiality laws, policies or procedures could lead to disciplinary action up to and including termination of my employment.

I understand that if I have any questions or concerns about the sharing of confidential information they should be directed to my supervisor.

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Signature

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Date

Cc: Personnel File