

Ballard County Schools  
Confidentiality Statement

As a staff member of the Ballard County School system you may have access to including but not limited to paper records, oral communication, audio recording, and electronic display regarding staff/students that is strictly confidential. Access to confidential information is permitted on a need to know basis and limited to the minimum amount of confidential information necessary to accomplish the intended purpose of the use.

It is the policy of the Ballard County School system that users (i.e., employees, volunteers, coaches, and paraprofessional) shall respect and preserve the privacy, confidentiality and security of all confidential information. **Violations of this statement include, but are not limited to:**

- accessing confidential information that is not within the scope of your duties/tasks;
- misusing, disclosing without proper authorization, or altering confidential information;
- disclosing to another person any sign on code and/ or password for accessing electronic confidential information or for physical access to restricted areas;
- using another person's sign-on code and/or password to gain access to confidential information;
- intentional or negligent mishandling or destruction of confidential information;
- leaving a secured application unattended while signed on;
- attempting to access a secured application or restricted area without proper authorization;

Violation of this statement may constitute grounds for personnel action up to and including termination of employment. Unauthorized use or release of confidential information may also subject the violator to personal, civil, and/or criminal liability and legal penalties.

**I have read, understand, and agree to comply with the terms of the above statement and agree that I am to discuss any questions I may have with my immediate supervisor.**

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

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

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