



REFUGIO INDEPENDENT SCHOOL DISTRICT

CONFIDENTIALITY AND USE OF INFORMATION AGREEMENT

Confidentiality Agreement dated as of _____, 20____ between Refugio ISD and _____ (employee).

Much of the district’s data is NOT confidential and may be released to outside entities. However, some employee and most student data are confidential, and may not be released except under certain specific conditions.

Individual staff data is generally non-confidential except for social security number and birthdates. Student data is HIGHLY confidential, and is protected under the Family Educational Rights Privacy Act of 1974, (FERPA). FERPA allows for few exceptions to student confidential information, however the release of that information will be made by District Administrator.

Whereas Refugio Independent School District expects to disclose to the Refugio ISD employee’s confidential information about Refugio ISD students, employees, business and technology, the employee agrees as follows:

1. Refugio ISD Confidentiality Agreement means, individual and collectively, any and all information, including and without limitation, information relating to students, families and personal staff information of Refugio ISD.
2. Refugio ISD shall disclose to the employee only Refugio ISD Confidential Information as the District, at its sole discretion, considers necessary for employee to provide services in their defined role.
3. The Employee shall maintain Refugio ISD Confidential Information received in pursuant to this Agreement in confidence and not disclose the same to any third party. Employee shall use Refugio ISD Confidential Information exclusively for the purpose of its role at Refugio ISD as defined, and for no other purpose.
4. Among the most critical information that may NOT be released is documentation related to employee’s Personally-Identifiable information such as social security number, date of birth, health, benefits, financial, family members, or other personal information.
5. **Employee shall not disclose Refugio ISD Student or Staff Confidential Information to any entity except as is required by Employee’s duties to Refugio ISD and only if such disclosed information is properly reviewed and approved by Refugio ISD Administrative Staff.**

Employee (Signature)

Employee (Printed Name)

Employee Campus, or Department

Date