

## **RSU 16**

### **Confidentiality Pledge**

It is the intention of the RSU School Department to assure confidentiality of information and records regarding the children and families we serve. Confidentiality must be protected in the collection, storage, disclosure and destruction of information. It is the policy of RSU 16 to collect and record only information absolutely necessary. This provides fewer opportunities for unintentional and/or harmful disclosure.

All confidential records of children are kept in locked files and password protected databases. Only those personnel approved by the school department's FERPA policy may have access to the information. They are listed in the present FERPA policy.

Disclosure means access, release or transfer or other communication of records orally, in writing, by electronic means or by any other means to any other party. Disclosure to anyone other than parent or guardian is permitted only after the parent or guardian gives prior written consent. Even if not using the child's name, any discussion (intentional or unintentional) that in any way makes the child or family identifiable is a breach of confidentiality. This practice is not only unethical; it is breaking the law. There are legitimate ramifications as well as ethical ones if that confidentiality is broken. Persons violating confidentiality may be subject to consequences up to and including termination of employment.

The RSU wishes to assure parents access to their children's records and to protect the confidentiality of these records. We are also aware that both federal and state laws protect against the disclosure of "personally identifiable information" and inform all employees of this.

My signature below indicates that I have read, understand and agree to abide by the confidentiality guidelines and rules as stated above.

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

Payroll/Personnel Director Signature: \_\_\_\_\_

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