

Sequim School District No. 323

"All Students Will Experience Success"

503 North Sequim Avenue, Sequim, WA 98382 Telephone: (360) 582-3260, FAX: (360) 683-6303, www.sequim.k12.wa.us

Confidentiality Agreement

Employee/Substitute/Volunteer

As an employee/substitute/volunteer, I understand that in the course of my work for Sequim School District ("District"), I may have access to confidential, proprietary or personal information regarding, staff, students, parents, alumni, vendors and the District. Such confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, medical/health, financial, employment, contractual, or institutional data.

I hereby affirm that I will not in any way access, use, remove, disclose, copy, release, sell, loan, alter or destroy any confidential information except as authorized within the scope of my duties with Sequim School District. As an employee/substitute/volunteer, I must comply with applicable local, state and federal laws and District policies. I have a duty to safeguard and retain the confidentiality of all confidential information. Upon termination of my affiliation with Sequim School District, or earlier as instructed by the District, I will return to the District all copies of all materials containing confidential information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of confidential information, including the failure to safeguard my information access codes or devices. My obligations under this Agreement are effective as of this day and will continue after my affiliation with Sequim School District concludes. Violation of these rules will result in discipline, which may include, but is not limited to, discharge from employment, expulsion from the District and or criminal prosecution under appropriate state and federal laws.

Signature	
Printed Name	
Fillited Name	
Date	

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinators, Civil Rights Compliance Coordinators: Randy Hill, 601 N. Sequim Ave., Sequim, WA 98382, 360-582-3609, rhill@sequim.k12.wa.us or Karen Sande, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3261, ksande@sequim.k12.wa.us and for Section 504/ADA Coordinator, Matt Duchow, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3401, mduchow@sequim.k12.wa.us